

# CASTLE PINES NORTH



## METROPOLITAN DISTRICT

### Board Meeting Agenda

Monday, January 22<sup>nd</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 January 22<sup>nd</sup>, 2024 board meeting agenda.
- IV. Consider approving November 27, 2023, board meeting minutes.
- V. Consider approving December 12, 2023, special board meeting minutes.
- VI. Consider approving January 17, 2024, board study session minutes.
- VII. Public comment period. (Three-minute maximum per person).
- VIII. Finance Director's report
  - A. Ratify claims for payment including check numbers 28279 - 28363 and electronic payments issued from November 23, 2023 through January 17, 2024.

	November	December	January	Totals
General Fund/Open Space	\$2,856.84	\$52,182.34	\$286.50	\$55,325.68
Enterprise Funds	\$697,013.41	\$667,790.34	\$866,440.54	\$2,231,244.29
Electronic Payments (all funds)	\$38,216.60	\$60,262.63	\$26,614.97	\$125,094.20
<b>Total Expenditures</b>	<b>\$738,086.85</b>	<b>\$780,235.31</b>	<b>\$893,342.01</b>	<b>\$2,411,664.17</b>

- B. Public hearing/Approval of 2022 budget amendment.
  - C. Acceptance of the 2022 Audit.
  - D. Consider approval of 2023 engagement letter from Rubin Brown.
  - E. Consider charging customers credit card fees associated with bill payments.
- IX. Legal Counsel's report
- A. 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.
- X. District Manager's report
- A. Memorandum of Understanding (MOU) for Castle Pines Parkway Rehabilitation Phase 1 project.
  - B. Consider Approval of "Slow the Flow" and "Lawn Replacement Program" agreement, with Resource Central for 2024.
  - C. Update regarding sanitary sewer spill violation.
  - D. District manager out of office February 7<sup>th</sup>- 16<sup>th</sup>.
- XI. Director's Matters
- XII. Adjourn

**CASTLE PINES NORTH METROPOLITAN DISTRICT  
REGULAR MEETING MINUTES  
NOVEMBER 27, 2023 – 6 p.m.**

**HELD:** Monday, November 27, 2023 at 6 p.m. at the Castle Pines North Community Center, 7404 Yorkshire Drive, Castle Pines, Colorado

**ATTENDEES:** Directors Tera Radloff, Jason Blanckaert, Leah Enquist, Jana Krell (virtually) and James Mulvey were present. Nathan Travis, District Manager was present as well as Kim Seter, Legal Counsel and; Phyllis Brown and Sadie Whitworth of CRS (virtually).

**CONFLICTS:** None.

**QUORUM:** Present.

**CALL MEETING TO ORDER:** The Meeting was called to order at approximately 6 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:** Director Radloff and Director Enquist seconded the approval of the minutes of October 23, 2023 and November 15, 2023 as presented.

Following discussion, the Board meeting minutes were unanimously approved as presented.

**PUBLIC COMMENT:** None.

**2024 BUDGET:** President Blanckaert enquired if there had been any changes to the budget since its last review. Manager Travis noted that several minor changes were made adjusting numbers and accounting for the assessed valuation changes.

Director Radloff moved to accept the proposed 2024 budget.

**2024 BUDGET HEARING:** President Blanckaert then opened the public hearing at approximately 6:06 p.m. Director Radloff enquired about the source of the budget numbers. Mr. Travis noted that the numbers are unaudited actual numbers. Ms. Brown noted that the numbers will be audited shortly and the final version of the budget can reflect the numbers as audited. Mr. Seter noted that the approval is occurring prior to final assessed valuations and the approval will be subject to some changes. Director Radloff wants to state that the numbers are unaudited actuals to provide greater transparency; and, there are "2023 estimated numbers" shown, but aren't there actual numbers to some point in 2023. Ms. Brown notes that there is some work to be done on the numbers until 2023 is audited because numbers approved under the IGA with the

City requires some "true-up" after the end of the year. Director Radloff also enquired about apparent water revenue declining and why that appears to be the case. Mr. Travis notes it is based on the prior year and not on weather pattern predictions. It is based on the 2023 revenue numbers. Ms. Brown notes that the numbers are conservative. Director Radloff agreed with the conservative approach and noted that revenue was down in 2023 because of so much rain.

Director Mulvey enquired about the Well A-5 Redrill being postponed and what is anticipated in that regard. Manager Travis described moving that project because there are so many other projects underway. The well will be reconsidered with the evaluation of all the wells in a larger plan. Redrill or replacement may take place in 2025. Further explanation can be added to the budget since funding is part of the general engineering items.

Director Radloff noted that she would provide some suggested changes to the explanations in the budget. She also enquired about Conservation Trust Funds which were indicated to be transferred to the City for use throughout the City. Mr. Seter noted that those should be restricted to the District and Mr. Travis indicated he would correct that language. Director Radloff also noted that language should reflect what the District has done and not what the City may or may not have done. Those changes will be made.

Director Mulvey questioned the 2024 combined column and how revenues are allocated with 75% to wastewater and 25% to the water fund. Mr. Travis notes the funds are separated based on the revenue from each service. Those changes are addressed in the final draft.

Mr. Seter questioned Ms. Brown as to whether the mill levy revenue will be adjusted to the budget or the budget adjusted to the mill levy if a motion is made. Ms. Brown indicated the revenue should be maintained and the levy adjusted as necessary. Director Radloff noted the revenue should not change, just the comments.

Mr. Seter notes that the final valuations won't be provided until January because of pending legislation. The revenue numbers can stay the same and the motion can allow the mill levy to change to derive those budget numbers. Pursuant to Ms. Radloff's additional questions, Mr. Seter noted that an amended budget could be approved next year if anything unanticipated occurs. Director Mulvey noted that the final levy is not likely to be very different from what is anticipated tonight; but, how will that "floating levy" work. Mr. Seter notes the revenue numbers are final numbers demonstrating the funds needed to operate in 2024. The mill levy will change as the new valuations are provide to produce the revenue/funds stated in the budget. The Board will not need to take further action.

The Directors discussed whether they were comfortable approving the budget at this meeting.

There was no public comment.

Director Radloff then amended her motion to approve the budget with the changes discussed and keeping the tax revenues constant while allowing the mill levy needed to derive the budgeted revenue to change as needed and appropriating sums to the appropriate funds as noted and subject to updating the 2022 numbers when finalized by the audit. Director Blanckaert seconded and the Board approved unanimously.

**FINANCE DIRECTOR'S REPORT:** Ms. Brown updated the Board on the status of the 2022 audit and presented the current financial statements. Upon motion made by Director Radloff and seconded by Director Mulvey, the financial report was unanimously approved and checks numbered 28227-28278 and the electronic payments from October 20 through November 22 were approved and ratified.

The audit work is substantially complete and will be ready for acceptance and filing before the end of the year. Upon enquiry, Mr. Seter advised that the audit can be approved for filing subject to ratification in January. The audit is the auditor's work product and you will not likely be allowed to make any changes. Upon motion of Director Radloff, the Board authorized filing the 2022 audit with the state when completed with Board acceptance/ratification in January.

**LEGAL COUNSEL'S REPORT:** Mr. Seter presented his written report noting it contained several updates but no new information or approvals required. Mr. Seter noted the conversation with the attorney for Hidden Pointe which may want to include into and merge with CPN.

**DISTRICT MANAGER'S REPORT:** Mr. Travis noted that Hidden Pointe is fully served by CPN but isn't within the District. It would be helpful to bring them under our roof and eliminate the service agreement between the two districts. The City is also looking at an IGA with Hidden Pointe similar to ours to take over the storm drainage and parks and recreation. Director Blanckaert asks if there are any drawbacks. Mr. Travis notes the only possible drawback would be the reduction in the 1.5% service charges allowed under the service agreement. Mr. Seter notes that there is likely an increase in revenue because the valuations of the property in Hidden Pointe is much larger than the revenue from the service fee premium. The Board authorized continued discussions with Hidden Pointe.

PCWRA rate calculations depend on amount of wastewater and the loading of the wastewater. The calculations have been inaccurate for years because of the splitter structure that separates the waste at the plant. Director Krell questioned what upgrades are recommended. Mr. Travis notes that these have not been determined yet. Mr. Travis recommends preparation of an IGA to share the cost of evaluating, redesigning and fixing these structures. Mr. Seter notes that any cost sharing agreement will come before the Board for approval. Directors Mulvey and Radloff noted that the agreement should address the evaluation and determination of costs first. By consensus, the Board

approved the preparation of such an agreement for future consideration and approval or disapproval.

The Board considered the proposed 2024 meeting schedule. It follows the format previously used except for May 28 because of Memorial Day. The end of year meetings were altered in a pattern similar to 2023. The schedule was accepted. Director Krell questioned whether the Board should consider two regular meetings a month so that voting can occur. Director Radloff and Mr. Seter noted that the study sessions provide Board time to ask questions and become educated without interruption.

Mr. Travis provided a status report concerning the work on the Sanitary Sewer Overflow Violation remediation. There is good information contained in the packet with construction schedules sent to the state. It is extremely conservative and we will hopefully move faster. However the state makes this a legal requirement so being conservative is important. Director Enquist asked when we will have more information about potential fines. Information is not available from the state currently. Director Radloff asked if we can get information on the fines imposed on others. Mr. Seter noted that the potential for fines are often used for enforcement of the construction schedules and remediation requirements. Ultimately the fines are not as onerous as threatened; but, that is only in his experience. Director Mulvey and Director Radloff asked if the slack in the schedule is sufficient to address supply chain and other concerns. Director Radloff had questions concerning the sewer overflow response plan and suggested some changes to the language to ensure it is easily understood and to eliminate references to contractors that may not be involved in the future. Mr. Travis noted the plan is a "living document" that will be reevaluated periodically. Director Radloff wants to ensure the contractors and/or employees are made aware of the requirements of the plan and their responsibilities, contacts, deadlines etc.

The Board discussed the credit card fees assessed by BillPay. If the December 13 meeting is to be canceled we would have to move this to January. Mr. Seter noted that the public hearing has been posted and the hearing on the fees could be pushed to January. Director Blanckaert moved to cancel the Dec. 13 meeting and move the public hearing on the fees to January 22. Director Radloff seconded and the motion was approved unanimously.

The Manager's contract will need to be reviewed and considered in the January meeting. He would like to have an evaluation at some point to help him in his work. Director Radloff volunteered to obtain an evaluation forms and information for the Board to utilize.

**DIRECTOR MATTERS:** Director Radloff thanks the staff and is very pleased with the professional and transparent presentation of the budget. We have a desire to be as transparent as possible and the District Manager has done a stellar job in connecting us to the community and presenting the budget in a way never presented before. The other Directors agreed.

Director Blanckaert proposed that staff holiday gifts be given like last year. Director Mulvey thanked Mr. Travis for addressing the changes and questions he has raised and presenting information clearly, thoroughly, and easily understood. It is greatly appreciated.

**ADJOURN:** The meeting adjourned at approximately 7:43 p.m.

DRAFT

**CASTLE PINES NORTH METROPOLITAN DISTRICT  
SPECIAL MEETING MINUTES  
December 12, 2023 – 5 p.m.**

**HELD:** Tuesday, December 12, 2023 at 5 p.m. via Zoom

**ATTENDEES:** Directors Tera Radloff, Jason Blanckaert, Jana Krell, Leah Enquist, Nathan Travis, District Manager; Alex Page, Kennedy Jenks, and Kim Seter.

**CONFLICTS:** None.

**QUORUM:** Present.

**CALL MEETING TO ORDER:** The Meeting was called to order at approximately 5:00 p.m.

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

**BID PRESENTATION:** District Manager Travis had distributed a memorandum with the bid tabulations for each item bid and a background and summary discussion of Kennedy Jenks review of the contractors and bids.

Director Krell enquired if CGRS does more contact self-performing than the other bidder. Alex has not worked with them but is familiar with their work in Ft. Collins. They have also done many projects of which she is aware. Director Krell notes that the Glacier bid was not even in line with other bidders and so she agrees with the selection of CGRS.

Director Radloff confirms bids were compliant, there is familiarity with CGRS and they have performed work Ms. Page is familiar with.

Director Blanckaert moved the board to acknowledge CGRS as the apparent low bidder and authorize the President to execute a construction contract once signed by CGRS and after receipt of bonds, insurance certificates and any other documents required for the final contract within 45 days.

The Directors also advised Mr. Travis to contact the unsuccessful bidder and advise it to keep its bid open until final contract approval.

Director Radloff seconded and the motion passed unanimously.

**ADJOURN:** The meeting adjourned at approximately 5:08 p.m.



**CASTLE PINES NORTH METROPOLITAN DISTRICT  
SPECIAL WORK SESSION MEETING MINUTES  
JANUARY 17, 2023 – 5:30 p.m.**

**HELD:** Wednesday, January 17, 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 and Kim Seter, Legal Counsel were also present.

**CALL MEETING TO ORDER:** The Meeting was called to order at approximately 5:34 p.m.

**COMMUNICATIONS AND PUBLIC OUTREACH:** Bailey Budnik of ELARA Creatives discussed her firm's scope of work for the District and plans for provide excellent community and public outreach and communications. The Board discussed various ideas and possibilities.

**ANNUAL CONTRACTOR AND VENDOR REVIEW:** Mr. Travis presented a summary of contracts governing the District's relationship with various entities engaged in the operations of the District and the water and sanitary sewer enterprises. Discussions were had concerning these operations and consideration of ways to reduce costs. It was particularly noted and agreed that utilization of outside contractors appears to provide broader expertise and responsiveness than could be achieved with "in house" departments and employees.

**ADJOURN:** The meeting adjourned at approximately 6:15 p.m.



<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>	1/22/2024

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

No taxes were received for November and December 2023. All taxes received year-to-date have been transferred to the City of Castle Pines as required under the 2023 IGA with the District and the City of Castle Pines.

2. **Enterprise Fund Budget Variances** –

Billed water usage in the month of November 2023 was 20,852,000, a 29.81% decrease from water service revenue in November 2022. Billed water usage in the month of December 2023 was 17,116,000, a 42.34% decrease from water service revenue in December 2022.

	Total Billable Usage (Gallons)									
	2019	Cumulative	2020	Cumulative	2021	Cumulative	2022	Cumulative	2023	Cumulative
January	18,643,000	18,643,000	17,293,004	17,293,004	18,151,000	18,151,000	20,046,000	20,046,000	26,439,000	26,439,000
February	15,044,000	33,687,000	14,982,003	32,275,007	17,457,000	35,608,000	20,853,100	40,899,100	17,334,000	43,773,000
March	15,318,000	49,005,000	16,335,744	48,610,751	17,858,000	53,466,000	16,836,000	57,735,100	17,766,000	61,539,000
April	26,363,018	75,368,018	24,158,000	72,768,751	18,712,000	72,178,000	41,324,000	99,059,100	24,839,000	86,378,000
May	41,799,060	117,167,078	71,928,000	144,696,751	35,457,000	107,635,000	84,723,000	183,782,100	37,307,000	123,685,000
June	80,543,140	197,710,218	102,094,000	246,790,751	94,733,000	202,368,000	111,124,000	294,906,100	45,739,003	169,424,003
July	93,154,283	290,864,501	103,182,000	349,972,751	108,586,000	310,954,000	105,870,004	400,776,104	82,846,000	252,270,003
August	90,673,055	381,537,556	129,364,000	479,336,751	115,338,000	426,292,000	77,481,009	478,257,113	77,494,000	329,764,003
September	94,449,002	475,986,558	82,736,000	562,072,751	99,888,000	526,180,000	73,357,011	551,614,124	69,434,000	399,198,003
October	35,573,003	511,559,561	50,520,000	612,592,751	46,326,000	572,506,000	46,674,005	598,288,129	61,514,000	460,712,003
November	16,831,002	528,390,563	20,576,000	633,168,751	20,919,000	593,425,000	29,710,000	627,998,129	20,852,000	481,564,003
December	18,507,004	546,897,567	17,717,000	650,885,751	18,294,000	611,719,000	29,684,000	657,682,129	17,116,000	498,680,003

- a. For the year ended December 31, 2023, the District received taps fees for 19 properties, resulting in total revenues of \$978,531.

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Greenwood Village, CO 80111-2710  
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**CASTLE PINES NORTH METROPOLITAN DISTRICT  
Property Tax Reconciliation  
2023**

	Property Tax	Delinquent Tax, Rebates, Exemp Abatements	Specific Ownership		Treasurer's Fees	Total Amount Received	% of Levied Property Tax Received	
			Tax	Interest			Monthly	Y-T-D
January	\$ 120,876.69	\$ -	\$ 24,971.37	\$ -	\$ (1,813.19)	\$ 144,034.87	3.65%	3.65%
February	1,321,984.77	-	26,294.95	-	(19,829.77)	1,328,449.95	39.96%	43.61%
March	93,282.75	-	26,654.39	11.92	(1,399.45)	118,549.61	2.82%	46.43%
April	384,573.41	56,055.20	22,439.21	32.32	(6,582.25)	456,517.89	13.32%	59.75%
May	237,844.21		27,919.29	343.74	(3,572.80)	262,534.44	7.19%	66.94%
June	1,049,646.00		25,010.31	418.62	(15,751.01)	1,059,323.92	31.73%	98.67%
July	33,758.26	(3,185.95)	26,504.62	834.21	(471.58)	57,439.56	0.92%	99.59%
August	6,536.19		28,647.95	242.98	(101.72)	35,325.40	0.20%	99.79%
September	3,465.83		24,987.15	170.49	(54.55)	28,568.92	0.10%	99.89%
October	829.13	(0.95)	26,393.50	49.68	(13.18)	27,258.18	0.03%	99.92%
November						-	0.00%	99.92%
December						-	0.00%	99.92%
<b>TOTAL</b>	<b>\$ 3,252,797.24</b>	<b>\$ 52,868.30</b>	<b>\$ 259,822.74</b>	<b>\$ 2,103.96</b>	<b>\$ (49,589.50)</b>	<b>\$ 3,518,002.74</b>	<b>99.92%</b>	<b>99.92%</b>

CUMULATIVE TAXES 2023	Due to City of Castle Pines Under 2023 Parks IGA	Transfer Date
\$ 144,034.87		
1,472,484.82		
1,591,034.43	\$ 1,591,034.43	4/28/2023
2,047,552.32	456,517.89	5/18/2023
2,310,086.76	262,534.44	6/21/2023
3,369,410.68	1,059,323.92	7/19/2023
3,426,850.24	57,439.56	8/24/2023
3,462,175.64	35,325.40	9/21/2023
3,490,744.56	28,568.92	10/20/2023
3,518,002.74	27,258.18	11/20/2023
3,518,002.74		
	<b>\$ 3,518,002.74</b>	

2022		
Property Tax Received	% of Levied Property Tax Received	
	Monthly	Y-T-D
\$ 39,635.90	1.19%	1.19%
1,267,967.99	38.14%	39.33%
232,183.83	6.98%	46.31%
495,673.35	14.91%	61.22%
193,153.14	5.81%	67.03%
1,030,005.03	30.98%	98.01%
38,444.13	1.16%	99.17%
16,484.15	0.50%	99.67%
9,056.28	0.27%	99.94%
(2,233.97)	-0.07%	99.87%
1,729.33	0.05%	99.92%
(1,341.99)	-0.04%	99.88%
<b>\$ 3,320,757.17</b>	<b>99.88%</b>	<b>99.88%</b>

Assessed Valuation	Mill Levy	Amount Levied	% of Levied	Amount Received	% Amount Received to Amount Levied
\$ 209,511,790	15.790	\$3,308,191	100.00%	\$ 3,305,665.54	99.92%

**Property Tax from Mill Levy**  
General Fund

**Castle Pines North Metropolitan District  
Disbursements Summary  
For the Period November 23, 2023 - January 17, 2024  
TO BE RATIFIED**

**CHECKS - 28279 through 28363**

Amount

**General Fund**

November 23, 2023 - November 30, 2023	\$ 2,856.84
December 1, 2023 - December 31, 2023	52,182.34
January 1, 2024 - January 17, 2024	286.50
<b>Total - General Fund</b>	<b><u>\$ 55,325.68</u></b>

**Enterprise Funds**

November 23, 2023 - November 30, 2023	\$ 697,013.41
December 1, 2023 - December 31, 2023	667,790.34
January 1, 2024 - January 17, 2024	866,440.54
<b>Total - Enterprise Funds</b>	<b><u>\$ 2,231,244.29</u></b>

<b>TOTAL CHECKS TO BE RATIFIED</b>	<b><u>\$ 2,286,569.97</u></b>
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**ELECTRONIC PAYMENTS (all funds)**

November 23, 2023 - November 30, 2023	\$ 38,216.60
December 1, 2023 - December 31, 2023	60,262.63
January 1, 2024 - January 17, 2024	26,614.97
<b>TOTAL ELECTRONIC PAYMENTS TO BE RATIFIED</b>	<b><u>\$ 125,094.20</u></b>

<b>Total All Funds Payments to be Ratified</b>	<b><u><u>\$ 2,411,664.17</u></u></b>
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**Castle Pines North Metropolitan District  
Electronic Payments Report  
For the Period November 23, 2023 - January 17, 2024  
TO BE RATIFIED**

	Amount
<b><u>Electronic Payments</u></b>	
Century Link	\$ -
Xcel (Month-End November)	9,664.34
Xcel (December)	11,514.27
Payroll & payroll related items (Month-End November)	28,182.86
Payroll & payroll related items (December)	29,962.89
Payroll & payroll related items (Mid-Month January)	15,725.97
Bank Service Charges	14,596.31
United Healthcare	7,292.32
Bluefin	181.05
Citywide Visa Credit Card Payment	7,604.79
<b>Total Electronic Payments</b>	<b>\$ <u>124,724.80</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><u>125,094.20</u></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
Absolute Pest Control Inc.	Computer Check 28279	11/29/2023	11/29/2023 Posted	\$142.00	10-00-00-1127	Citywide Bank	\$0.00	\$142.00
					10-00-00-2100	Accounts Payable Co	\$142.00	\$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>
151530	11/16/2023	Pest Control Service- 7	\$142.00	\$142.00	10-00-00-5310	Building R & M		\$142.00
						<i>Totals:</i>		\$142.00
Backflow Secure; Management	Computer Check 28280	11/29/2023	11/29/2023 Posted	\$35,470.00	10-00-00-1127	Citywide Bank	\$0.00	\$35,470.00
					10-00-60-1990	Category Cash	\$35,470.00	\$0.00
					60-00-00-2100	Accounts Payable Co	\$35,470.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$35,470.00
<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>
781	11/15/2023	Backflow Repairs	\$35,470.00	\$35,470.00	60-60-00-5417	Professional Svcs - Backflow Proc		\$35,470.00
						<i>Totals:</i>		\$35,470.00
Colorado Special Districts	Computer Check 28281	11/29/2023	11/29/2023 Posted	\$108,552.00	10-00-00-1127	Citywide Bank	\$0.00	\$108,552.00
					10-00-60-1990	Category Cash	\$108,552.00	\$0.00
					60-00-00-2100	Accounts Payable Co	\$108,552.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$108,552.00
<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>
24PL-60576-3275	11/22/2023	Property & Liability Ins	\$108,552.00	\$108,552.00	60-60-00-5220	Insurance Property & Liability		\$70,558.80
24PL-60576-3275	11/22/2023	Property & Liability Ins	\$108,552.00	\$108,552.00	60-61-00-5220	Property & Liability Insurance		\$37,993.20
						<i>Totals:</i>		\$108,552.00
COMCAST	Computer Check 28282	11/29/2023	11/29/2023 Posted	\$353.71	10-00-00-1127	Citywide Bank	\$0.00	\$353.71
					10-00-60-1990	Category Cash	\$353.71	\$0.00
					60-00-00-2100	Accounts Payable Co	\$353.71	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$353.71
<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>
8497202420365418	11/18/2023	HS Internet- WTP	\$353.71	\$353.71	60-60-00-5201	Telephone/Alarms		\$353.71
						<i>Totals:</i>		\$353.71
Companion Life	Computer Check 28283	11/29/2023	11/29/2023 Posted	\$329.46	10-00-00-1127	Citywide Bank	\$0.00	\$329.46
					10-00-00-2100	Accounts Payable Co	\$98.84	\$0.00
					10-00-60-1990	Category Cash	\$230.62	\$0.00
					60-00-00-2100	Accounts Payable Co	\$230.62	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$230.62
<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>
709627	11/21/2023	Dental Insurance	\$329.46	\$329.46	10-00-00-5124	Employer Contr. Health Insurance		\$62.60

# 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	
709627	11/21/2023	Dental Insurance	\$329.46	\$329.46	10-20-00-5124	Employer Contr. Health Insurance		\$36.24
709627	11/21/2023	Dental Insurance	\$329.46	\$329.46	60-60-00-5124	Employer Contr. Health Insurance		\$115.31
709627	11/21/2023	Dental Insurance	\$329.46	\$329.46	60-61-00-5124	Employer Contr. Health Insurance		\$92.25
709627	11/21/2023	Dental Insurance	\$329.46	\$329.46	60-62-00-1125	ColoTrust Funds		\$23.06
<i>Totals:</i>								\$329.46
Dana Kepner Co.	Computer Check 28284	11/29/2023	11/29/2023 Posted	\$1,777.56	10-00-00-1127	Citywide Bank	\$0.00	\$1,777.56
					10-00-60-1990	Category Cash	\$1,777.56	\$0.00
					60-00-00-2100	Accounts Payable Co	\$1,777.56	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$1,777.56
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
1588293-00	11/16/2023	3" Meter & Parts	\$1,777.56	\$1,777.56	60-60-00-5226	Water Meters		\$1,777.56
<i>Totals:</i>								\$1,777.56
DTC Print Brokers	Computer Check 28285	11/29/2023	11/29/2023 Posted	\$1,525.00	10-00-00-1127	Citywide Bank	\$0.00	\$1,525.00
					10-00-60-1990	Category Cash	\$1,525.00	\$0.00
					60-00-00-2100	Accounts Payable Co	\$1,525.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$1,525.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
2150	11/27/2023	Window Envelopes- Bil	\$1,525.00	\$1,525.00	60-60-00-5222	Printing & Copying		\$762.50
2150	11/27/2023	Window Envelopes- Bil	\$1,525.00	\$1,525.00	60-61-00-5222	Printing & Copying		\$610.00
2150	11/27/2023	Window Envelopes- Bil	\$1,525.00	\$1,525.00	60-62-00-5222	Printing & Copying		\$152.50
<i>Totals:</i>								\$1,525.00
ENLIVE tv Services LLC	Computer Check 28286	11/29/2023	11/29/2023 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	
0133	11/29/2023	CDN- Board Meetings-	\$200.00	\$200.00	60-60-00-5169	Communications - Public Outrea		\$100.00
0133	11/29/2023	CDN- Board Meetings-	\$200.00	\$200.00	60-61-00-5169	Communications - Public Outrea		\$100.00
<i>Totals:</i>								\$200.00
EPR	Computer Check 28287	11/29/2023	11/29/2023 Posted	\$31,695.08	10-00-00-1127	Citywide Bank	\$0.00	\$31,695.08
					10-00-60-1990	Category Cash	\$31,695.08	\$0.00
					60-00-00-2100	Accounts Payable Co	\$31,695.08	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$31,695.08
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	

# 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	
3665	09/26/2023	LS 3- Moved & Cleaned	\$8,138.68	\$8,138.68	60-60-00-7766	Waste Water - Lift Station Renov		\$8,138.68
						<i>Totals:</i>		\$8,138.68
3663	09/26/2023	7509 Yorkshire Dr- Cur	\$3,970.78	\$3,970.78	60-60-00-5360	Water Distribution R&M		\$3,970.78
						<i>Totals:</i>		\$3,970.78
3658	09/26/2023	7417 Manchester Ct- C	\$8,023.47	\$8,023.47	60-60-00-5360	Water Distribution R&M		\$8,023.47
						<i>Totals:</i>		\$8,023.47
3657	09/26/2023	201 Durham Ct & 7196	\$11,562.15	\$11,562.15	60-60-00-5360	Water Distribution R&M		\$11,562.15
						<i>Totals:</i>		\$11,562.15
Family Support Registry	Computer Check 28288	11/29/2023	11/29/2023 Posted	\$286.50	10-00-00-1127 10-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$286.50	\$286.50 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
	11/30/2023	Wage Garnishment- FS	\$286.50	\$286.50	10-00-00-2110	Misc. Accounts Payable		\$286.50
						<i>Totals:</i>		\$286.50
Greystone Technology Group	Computer Check 28289	11/29/2023	11/29/2023 Posted	\$1,500.00	10-00-00-1127 10-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$1,500.00	\$1,500.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
79786	12/01/2023	IT Service	\$1,500.00	\$1,500.00	10-00-00-5166	Software Support		\$1,500.00
						<i>Totals:</i>		\$1,500.00
HBS	Computer Check 28290	11/29/2023	11/29/2023 Posted	\$359.50	10-00-00-1127 10-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$359.50	\$359.50 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
FR3680817	11/30/2023	Trash Service- 7404 Yo	\$359.50	\$359.50	10-00-00-5204	Trash Removal		\$359.50
						<i>Totals:</i>		\$359.50
Kennedy Jenks Consultants Inc	Computer Check 28291	11/29/2023	11/29/2023 Posted	\$131,768.74	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 \$131,768.74 \$131,768.74 \$0.00	\$131,768.74 \$0.00 \$0.00 \$131,768.74
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
167599	11/17/2023	Lift Stations Permitting	\$13,430.69	\$13,430.69	60-60-00-7766	Waste Water - Lift Station Renov		\$13,430.69
						<i>Totals:</i>		\$13,430.69
167600	11/17/2023	WTP HVAC System Upd	\$3,543.72	\$3,543.72	60-60-00-7758	WTP HVAC		\$3,543.72
						<i>Totals:</i>		\$3,543.72
167601	11/17/2023	Liquid Ammonia Sulfat	\$33,008.15	\$33,008.15	60-60-00-7754	Backwash Reclaim Tank Upgrade		\$33,008.15
						<i>Totals:</i>		\$33,008.15



# 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	
167602	11/17/2023	Backwash Reclaim Tank	\$1,286.00	\$1,286.00	60-60-00-7754	Backwash Reclaim Tank Upgrade		\$1,286.00
						<i>Totals:</i>		\$1,286.00
167603	11/17/2023	2023 General Engineer	\$7,830.76	\$7,830.76	60-61-00-5164	Engineering Services		\$7,830.76
						<i>Totals:</i>		\$7,830.76
167604	11/17/2023	Tank Rehab Program	\$13,817.04	\$13,817.04	60-60-00-7757	WTP Process Tank Rehab		\$13,817.04
						<i>Totals:</i>		\$13,817.04
167605	11/17/2023	Well Vaults Rehab	\$6,575.01	\$6,575.01	60-60-00-7760	Well Control Vault Rehab Program		\$6,575.01
						<i>Totals:</i>		\$6,575.01
167606	11/17/2023	Yorkshire Water Line R	\$571.65	\$571.65	60-60-00-7746	Waterline Replacement		\$571.65
						<i>Totals:</i>		\$571.65
167607	11/17/2023	Facility Documentation	\$34,285.71	\$34,285.71	60-60-00-7755	WTP Site Plan / O&M Manual De		\$34,285.71
						<i>Totals:</i>		\$34,285.71
167608	11/17/2023	Filter Beds Upgrade- P	\$4,962.16	\$4,962.16	60-60-00-7766	Waste Water - Lift Station Renov		\$4,962.16
						<i>Totals:</i>		\$4,962.16
167609	11/17/2023	Wastewater Cease & D	\$12,457.85	\$12,457.85	60-61-00-5400	Collection - Emergency Response		\$12,457.85
						<i>Totals:</i>		\$12,457.85
Layne Christensen Company	Computer Check 28292	11/29/2023	11/29/2023 Posted	\$377,440.00	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 \$377,440.00 \$377,440.00 \$0.00	\$377,440.00 \$0.00 \$0.00 \$377,440.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
2616702	11/28/2023	A3 Well Rehab	\$377,440.00	\$377,440.00	60-60-00-7740	Araphoe Wells Major Repairs		\$377,440.00
						<i>Totals:</i>		\$377,440.00
SRH Cleaning Services LLC	Computer Check 28293	11/29/2023	11/29/2023 Posted	\$3,000.00	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 \$3,000.00 \$3,000.00 \$0.00	\$3,000.00 \$0.00 \$0.00 \$3,000.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
1043	11/21/2023	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
USA Blue Book	Computer Check 28294	11/29/2023	11/29/2023 Posted	\$370.70	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 \$370.70 \$370.70 \$0.00	\$370.70 \$0.00 \$0.00 \$370.70
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	

# 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	
INV00192249	11/09/2023	Manhole Cover Lift	\$83.25	\$83.25	60-60-00-5236	Small Tools		\$83.25
							<i>Totals:</i>	\$83.25
INV00192409	11/09/2023	Diameter Tape	\$287.45	\$287.45	60-61-00-5236	Small Tools		\$287.45
							<i>Totals:</i>	\$287.45
VIP Video Productions	Computer Check 28295	11/29/2023	11/29/2023 Posted	\$4,630.00	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 \$4,630.00 \$4,630.00 \$0.00	\$4,630.00 \$0.00 \$0.00 \$4,630.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
9310	11/17/2023	Board Meetings- Videc	\$4,630.00	\$4,630.00	60-60-00-5169	Communications - Public Outrea		\$2,315.00
9310	11/17/2023	Board Meetings- Videc	\$4,630.00	\$4,630.00	60-61-00-5169	Communications - Public Outrea		\$2,315.00
							<i>Totals:</i>	\$4,630.00
Xerox Financial Services	Computer Check 28296	11/29/2023	11/29/2023 Posted	\$470.00	10-00-00-1127 10-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$470.00	\$470.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
5023848	11/11/2023	Copy Machine Lease	\$470.00	\$470.00	10-00-00-5222	Printing & Copying		\$470.00
							<i>Totals:</i>	\$470.00
FIRSTBANK	Computer Check 28297	12/08/2023	12/08/2023 Posted	\$161.31	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 \$161.31 \$161.31 \$0.00	\$161.31 \$0.00 \$0.00 \$161.31
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
4449	11/17/2023	Credit Card	\$161.31	\$161.31	60-60-00-5166	Software Support		\$48.95
4449	11/17/2023	Credit Card	\$161.31	\$161.31	60-60-00-5169	Communications - Public Outrea		\$30.16
4449	11/17/2023	Credit Card	\$161.31	\$161.31	60-60-00-5219	Professional Education/Conferen		\$55.35
4449	11/17/2023	Credit Card	\$161.31	\$161.31	60-61-00-5219	Professional Education & Confer		\$26.85
							<i>Totals:</i>	\$161.31
360 Underground Ltd	Computer Check 28298	12/21/2023	12/21/2023 Posted	\$6,940.00	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 \$6,940.00 \$6,940.00 \$0.00	\$6,940.00 \$0.00 \$0.00 \$6,940.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
23321	12/01/2023	Locate Service- Octobe	\$4,025.00	\$4,025.00	60-60-00-5361	Underground Utility Locates		\$4,025.00
							<i>Totals:</i>	\$4,025.00

# 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		
23323	12/01/2023	Locate Service- Novem	\$2,915.00	\$2,915.00	60-60-00-5361	Underground Utility Locates		\$2,915.00	
							<i>Totals:</i>	\$2,915.00	
Advanced Mechanical Services	Computer Check 28299	12/21/2023	12/21/2023 Posted	\$8,565.00	10-00-00-1127	Citywide Bank	\$0.00	\$8,565.00	
							10-00-60-1990	\$8,565.00	\$0.00
							60-00-00-2100	\$8,565.00	\$0.00
							60-00-10-1990	\$0.00	\$8,565.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount		
1718	12/10/2023	LS 6- Repair	\$8,565.00	\$8,565.00	60-61-00-5370	Collection - Repair and Maintena		\$8,565.00	
							<i>Totals:</i>	\$8,565.00	
American Security Professional	Computer Check 28300	12/21/2023	12/21/2023 Posted	\$810.00	10-00-00-1127	Citywide Bank	\$0.00	\$810.00	
							10-00-00-2100	\$135.00	\$0.00
							10-00-60-1990	\$675.00	\$0.00
							60-00-00-2100	\$675.00	\$0.00
							60-00-10-1990	\$0.00	\$675.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount		
28130	12/01/2023	IPS- Alarm Monitoring	\$135.00	\$135.00	60-60-00-5201	Telephone/Alarms		\$135.00	
							<i>Totals:</i>	\$135.00	
28166	12/01/2023	7125 Monarch Blvd- Al	\$135.00	\$135.00	60-60-00-5201	Telephone/Alarms		\$135.00	
							<i>Totals:</i>	\$135.00	
28167	12/01/2023	LS 3- Alarm Monitoring	\$135.00	\$135.00	60-61-00-5201	Telephone/Alarms		\$135.00	
							<i>Totals:</i>	\$135.00	
28168	12/01/2023	WTP- Alarm Monitorin	\$135.00	\$135.00	60-60-00-5201	Telephone/Alarms		\$135.00	
							<i>Totals:</i>	\$135.00	
28302	12/01/2023	7404 Yorkshire Dr- Ala	\$135.00	\$135.00	10-00-00-5202	Building Utilities		\$135.00	
							<i>Totals:</i>	\$135.00	
28304	12/01/2023	BPS- Alarm Monitoring	\$135.00	\$135.00	60-60-00-5201	Telephone/Alarms		\$135.00	
							<i>Totals:</i>	\$135.00	
Ark Ecological Services LLC	Computer Check 28301	12/21/2023	12/21/2023 Posted	\$1,876.65	10-00-00-1127	Citywide Bank	\$0.00	\$1,876.65	
							10-00-60-1990	\$1,876.65	\$0.00
							60-00-00-2100	\$1,876.65	\$0.00
							60-00-10-1990	\$0.00	\$1,876.65
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount		
3617	12/14/2023	Weed Management- N	\$1,876.65	\$1,876.65	60-60-00-5330	Water Treatment Plant R&M		\$625.55	
3617	12/14/2023	Weed Management- N	\$1,876.65	\$1,876.65	60-60-00-5360	Water Distribution R&M		\$625.55	
3617	12/14/2023	Weed Management- N	\$1,876.65	\$1,876.65	60-61-00-5370	Collection - Repair and Maintena		\$625.55	

# 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		
							<i>Totals:</i>	\$1,876.65
Backflow Secure; Management	Computer Check 28302	12/21/2023	12/21/2023 Posted	\$9,000.00	10-00-00-1127	Citywide Bank	\$0.00	\$9,000.00
					10-00-60-1990	Category Cash	\$9,000.00	\$0.00
					60-00-00-2100	Accounts Payable Co	\$9,000.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$9,000.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		
785	12/01/2023	Backflow Services Prog	\$9,000.00	\$9,000.00	60-60-00-5417	Professional Svcs - Backflow Proc		\$9,000.00
							<i>Totals:</i>	\$9,000.00
Colorado Special Districts Pool	Computer Check 28303	12/21/2023	12/21/2023 Posted	\$514.00	10-00-00-1127	Citywide Bank	\$0.00	\$514.00
					10-00-00-2100	Accounts Payable Co	\$514.00	\$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		
24WC-60576-2748	11/06/2023	Workers' Compensatio	\$514.00	\$514.00	10-00-00-5123	Workman Comp Insurance		\$514.00
							<i>Totals:</i>	\$514.00
COMCAST	Computer Check 28304	12/21/2023	12/21/2023 Posted	\$166.94	10-00-00-1127	Citywide Bank	\$0.00	\$166.94
					10-00-00-2100	Accounts Payable Co	\$166.94	\$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		
8497202420309499	12/03/2023	HS Internet- 7404 York	\$166.94	\$166.94	10-00-00-5201	Telephone		\$166.94
							<i>Totals:</i>	\$166.94
Community Resource Services	Computer Check 28305	12/21/2023	12/21/2023 Posted	\$45,675.50	10-00-00-1127	Citywide Bank	\$0.00	\$45,675.50
					10-00-00-2100	Accounts Payable Co	\$22,837.76	\$0.00
					10-00-60-1990	Category Cash	\$22,837.74	\$0.00
					60-00-00-2100	Accounts Payable Co	\$22,837.74	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$22,837.74
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		
	11/30/2023	Finance & Billing Serv	\$45,675.50	\$45,675.50	10-00-00-5145	Accounting and Payroll		\$22,837.76
	11/30/2023	Finance & Billing Serv	\$45,675.50	\$45,675.50	60-60-00-5145	Accounting and Payroll		\$11,418.87
	11/30/2023	Finance & Billing Serv	\$45,675.50	\$45,675.50	60-61-00-5145	Accounting and Payroll		\$9,135.10
	11/30/2023	Finance & Billing Serv	\$45,675.50	\$45,675.50	60-62-00-5145	Accounting and Payroll		\$2,283.77
							<i>Totals:</i>	\$45,675.50
CORE Electric Coop	Computer Check 28306	12/21/2023	12/21/2023 Posted	\$5,705.25	10-00-00-1127	Citywide Bank	\$0.00	\$5,705.25
					10-00-00-2100	Accounts Payable Co	\$409.34	\$0.00
					10-00-60-1990	Category Cash	\$5,295.91	\$0.00
					60-00-00-2100	Accounts Payable Co	\$5,295.91	\$0.00

# Castle Pines North Metro. District

## Cash Disbursement Journals

Payee	Trans. Type Trans. No.	Post Date Trans. Date	Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
					60-00-10-1990	Cash Allocation	\$0.00	\$5,295.91
	<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>
	23793000	12/05/2023	Electrical Service	\$5,705.25	\$5,705.25	10-00-00-5202	Building Utilities	\$409.34
	23793000	12/05/2023	Electrical Service	\$5,705.25	\$5,705.25	60-60-00-5206	Electricity for Well Pumping	\$1,336.35
	23793000	12/05/2023	Electrical Service	\$5,705.25	\$5,705.25	60-60-00-5207	Electricity for WTP	\$1,399.46
	23793000	12/05/2023	Electrical Service	\$5,705.25	\$5,705.25	60-60-00-5208	Electricity for Booster Pump Stati	\$580.91
	23793000	12/05/2023	Electrical Service	\$5,705.25	\$5,705.25	60-60-00-5330	Water Treatment Plant R&M	\$127.35
	23793000	12/05/2023	Electrical Service	\$5,705.25	\$5,705.25	60-61-00-5209	Electricity for Wastewater Pumpir	\$1,851.84
						<i>Totals:</i>		\$5,705.25
EPR	Computer Check 28307	12/21/2023	12/21/2023 Posted	\$64,372.65	10-00-00-1127	Citywide Bank	\$0.00	\$64,372.65
					10-00-60-1990	Category Cash	\$64,372.65	\$0.00
					60-00-00-2100	Accounts Payable Co	\$64,372.65	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$64,372.65
	<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>
	3722	12/05/2023	Monarch & Stonedale	\$15,611.09	\$15,611.09	60-60-00-5360	Water Distribution R&M	\$15,611.09
						<i>Totals:</i>		\$15,611.09
	3727	12/06/2023	Monarch & Glen Oaks-	\$47,851.52	\$47,851.52	60-60-00-5360	Water Distribution R&M	\$47,851.52
						<i>Totals:</i>		\$47,851.52
	3731	12/07/2023	7339 Shoreham Place-	\$910.04	\$910.04	60-60-00-5360	Water Distribution R&M	\$910.04
						<i>Totals:</i>		\$910.04
Family Support Registry	Computer Check 28308	12/21/2023	12/21/2023 Posted	\$286.50	10-00-00-1127	Citywide Bank	\$0.00	\$286.50
					10-00-00-2100	Accounts Payable Co	\$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>
		12/15/2023	Wage Garnishment- FS	\$286.50	\$286.50	10-00-00-2110	Misc. Accounts Payable	\$286.50
						<i>Totals:</i>		\$286.50
Flash Fire Protection Inc.	Computer Check 28309	12/21/2023	12/21/2023 Posted	\$466.00	10-00-00-1127	Citywide Bank	\$0.00	\$466.00
					10-00-60-1990	Category Cash	\$466.00	\$0.00
					60-00-00-2100	Accounts Payable Co	\$466.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$466.00
	<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>
	34254	12/15/2023	Fire Extinguisher Inspe	\$466.00	\$466.00	60-60-00-5330	Water Treatment Plant R&M	\$233.00
	34254	12/15/2023	Fire Extinguisher Inspe	\$466.00	\$466.00	60-61-00-5370	Collection - Repair and Maintena	\$233.00
						<i>Totals:</i>		\$466.00
Glacier Construction Co	Computer Check 28310	12/21/2023	12/21/2023 Posted	\$217,483.50	10-00-00-1127	Citywide Bank	\$0.00	\$217,483.50
					10-00-60-1990	Category Cash	\$217,483.50	\$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	\$217,483.50	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$217,483.50
<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>
2343- Pay App 9	12/01/2023	HVAC System Upgrade	\$7,646.55	\$7,646.55	60-60-00-7758	WTP HVAC		\$7,646.55
						<i>Totals:</i>		\$7,646.55
2348- Pay App 2	12/11/2023	WTP Tank Rehabilitatic	\$209,836.95	\$209,836.95	60-60-00-7757	WTP Process Tank Rehab		\$209,836.95
						<i>Totals:</i>		\$209,836.95
Greystone Technology Group	Computer Check 28311	12/21/2023	12/21/2023 Posted	\$316.56	10-00-00-1127	Citywide Bank	\$0.00	\$316.56
					10-00-00-2100	Accounts Payable Co	\$316.56	\$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>
80641	12/12/2023	Cloud Service- Noveml	\$316.56	\$316.56	10-00-00-5166	Software Support		\$316.56
						<i>Totals:</i>		\$316.56
Hamre Rodriguez Ostrander	Computer Check 28312	12/21/2023	12/21/2023 Posted	\$1,417.00	10-00-00-1127	Citywide Bank	\$0.00	\$1,417.00
					10-00-60-1990	Category Cash	\$1,417.00	\$0.00
					60-00-00-2100	Accounts Payable Co	\$1,417.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$1,417.00
<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>
13834	11/30/2023	Water Rights- Legal Se	\$1,417.00	\$1,417.00	60-60-00-5400	Professional Svcs - Water Rights		\$1,417.00
						<i>Totals:</i>		\$1,417.00
Highlands Ranch Metro District	Computer Check 28313	12/21/2023	12/21/2023 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	11/15/2023	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 28314	12/21/2023	12/21/2023 Posted	\$1,072.65	10-00-00-1127	Citywide Bank	\$0.00	\$1,072.65
					10-00-00-2100	Accounts Payable Co	\$1,072.65	\$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>
273664	10/31/2023	Janitorial Service- CC-1	\$307.65	\$307.65	10-00-00-5229	Building Cleaning Expenses		\$307.65
						<i>Totals:</i>		\$307.65
274091	12/01/2023	Janitorial Service- CC-	\$765.00	\$765.00	10-00-00-5229	Building Cleaning Expenses		\$765.00
						<i>Totals:</i>		\$765.00
Jehn Water Consultants Inc.	Computer Check	12/21/2023	12/21/2023	\$7,354.36	10-00-00-1127	Citywide Bank	\$0.00	\$7,354.36

# 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
	28315		Posted		10-00-60-1990	Category Cash	\$7,354.36	\$0.00
					60-00-00-2100	Accounts Payable Co	\$7,354.36	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$7,354.36
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
125.1/12-23	12/01/2023	General Water Rights	\$6,158.50	\$6,158.50	60-60-00-5167	Professional Services - Water Rig	\$6,158.50	
						<i>Totals:</i>	\$6,158.50	
125.6/12-23	12/01/2023	Resume Review	\$112.50	\$112.50	60-60-00-5167	Professional Services - Water Rig	\$112.50	
						<i>Totals:</i>	\$112.50	
871.1/12-23	12/01/2023	Hock Hocking Share	\$1,083.36	\$1,083.36	60-60-00-5316	Ditch/Land Rights Operating Exp	\$1,083.36	
						<i>Totals:</i>	\$1,083.36	
Kennedy Jenks Consultants Inc	Computer Check 28316	12/21/2023	12/21/2023	\$123,635.59	10-00-00-1127	Citywide Bank	\$0.00	\$123,635.59
			Posted		10-00-60-1990	Category Cash	\$123,635.59	\$0.00
					60-00-00-2100	Accounts Payable Co	\$123,635.59	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$123,635.59
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
168221	12/13/2023	Lagae PA-7	\$342.48	\$342.48	60-60-00-5165	Engineering Services Reimbursab	\$342.48	
						<i>Totals:</i>	\$342.48	
168223	12/13/2023	Lift Stations Permitting	\$18,069.71	\$18,069.71	60-60-00-7766	Waste Water - Lift Station Renov	\$18,069.71	
						<i>Totals:</i>	\$18,069.71	
168224	12/13/2023	WTP HVAC System Up	\$2,701.69	\$2,701.69	60-60-00-7758	WTP HVAC	\$2,701.69	
						<i>Totals:</i>	\$2,701.69	
168225	12/13/2023	Liquid Ammonia Sulfat	\$4,704.58	\$4,704.58	60-60-00-7754	Backwash Reclaim Tank Upgrade	\$4,704.58	
						<i>Totals:</i>	\$4,704.58	
168226	12/13/2023	Backwash Reclaim Tanl	\$2,607.11	\$2,607.11	60-60-00-7754	Backwash Reclaim Tank Upgrade	\$2,607.11	
						<i>Totals:</i>	\$2,607.11	
168227	12/13/2023	2023 General Engineer	\$3,151.33	\$3,151.33	60-61-00-5164	Engineering Services	\$3,151.33	
						<i>Totals:</i>	\$3,151.33	
168228	12/13/2023	Tank Rehab Program	\$24,455.79	\$24,455.79	60-60-00-7757	WTP Process Tank Rehab	\$24,455.79	
						<i>Totals:</i>	\$24,455.79	
168229	12/13/2023	Well Vaults Rehabilitati	\$9,663.94	\$9,663.94	60-60-00-7760	Well Control Vault Rehab Program	\$9,663.94	
						<i>Totals:</i>	\$9,663.94	
168230	12/13/2023	Yorkshire Water Line R	\$1,848.50	\$1,848.50	60-60-00-7746	Waterline Replacement	\$1,848.50	
						<i>Totals:</i>	\$1,848.50	
168231	12/13/2023	Facility Documentation	\$10,555.45	\$10,555.45	60-60-00-7755	WTP Site Plan / O&M Manual De	\$10,555.45	
						<i>Totals:</i>	\$10,555.45	
168233	12/13/2023	Filter Beds Upgrade- P	\$2,595.34	\$2,595.34	60-60-00-7766	Waste Water - Lift Station Renov	\$2,595.34	
						<i>Totals:</i>	\$2,595.34	
168234	12/13/2023	Wastewater Cease & D	\$5,499.17	\$5,499.17	60-61-00-5400	Collection - Emergency Response	\$5,499.17	

# 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		
							<i>Totals:</i>	\$5,499.17
168222	12/13/2023	Lagae Family Parcel	\$531.48	\$531.48	60-61-00-5165	Engineering Svcs Reimbursable		\$531.48
							<i>Totals:</i>	\$531.48
168232	12/13/2023	Monarch Water Line R	\$36,909.02	\$36,909.02	60-60-00-7767	Monarch Waterline Replacement		\$36,909.02
							<i>Totals:</i>	\$36,909.02
Level Engineering and Inspecti	Computer Check 28317	12/21/2023	12/21/2023 Posted	\$8,101.25	10-00-00-1127	Citywide Bank	\$0.00	\$8,101.25
					10-00-60-1990	Category Cash	\$8,101.25	\$0.00
					60-00-00-2100	Accounts Payable Co	\$8,101.25	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$8,101.25
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		
2023-5	12/04/2023	Contract 17571- Soil St	\$8,101.25	\$8,101.25	60-61-00-5400	Collection - Emergency Response		\$8,101.25
							<i>Totals:</i>	\$8,101.25
M Gilmore Electric LLC	Computer Check 28318	12/21/2023	12/21/2023 Posted	\$14,258.00	10-00-00-1127	Citywide Bank	\$0.00	\$14,258.00
					10-00-60-1990	Category Cash	\$14,258.00	\$0.00
					60-00-00-2100	Accounts Payable Co	\$14,258.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$14,258.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		
3664	12/15/2023	Pump Repairs	\$14,258.00	\$14,258.00	60-60-00-5360	Water Distribution R&M		\$14,258.00
							<i>Totals:</i>	\$14,258.00
Mountain Peak Controls Inc.	Computer Check 28319	12/21/2023	12/21/2023 Posted	\$46,934.23	10-00-00-1127	Citywide Bank	\$0.00	\$46,934.23
					10-00-60-1990	Category Cash	\$46,934.23	\$0.00
					60-00-00-2100	Accounts Payable Co	\$46,934.23	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$46,934.23
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		
30341	12/01/2023	IPS Bristol Repair	\$23,711.73	\$23,711.73	60-60-00-5360	Water Distribution R&M		\$23,711.73
							<i>Totals:</i>	\$23,711.73
30349	12/07/2023	IPS Repair	\$1,485.00	\$1,485.00	60-60-00-5360	Water Distribution R&M		\$1,485.00
							<i>Totals:</i>	\$1,485.00
30351	12/07/2023	Ignition Conversion Pr	\$2,767.50	\$2,767.50	60-60-00-5330	Water Treatment Plant R&M		\$2,767.50
							<i>Totals:</i>	\$2,767.50
30360	12/11/2023	Computer & Scada Re	\$18,025.00	\$18,025.00	60-60-00-5330	Water Treatment Plant R&M		\$18,025.00
							<i>Totals:</i>	\$18,025.00
30362	12/12/2023	IPS Pump 2 Repair	\$945.00	\$945.00	60-60-00-5360	Water Distribution R&M		\$945.00
							<i>Totals:</i>	\$945.00



# 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
Pathian Administrators	Computer Check 28320	12/21/2023	12/21/2023 Posted	\$59.13	10-00-00-1127	Citywide Bank	\$0.00	\$59.13
					10-00-00-2100	Accounts Payable Co	\$59.13	\$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>
176732	12/09/2023	Vision Insurance	\$59.13	\$59.13	10-00-00-5124	Employer Contr. Health Insurance		\$59.13
						<i>Totals:</i>		\$59.13
Pitney Bowes Inc.	Computer Check 28321	12/21/2023	12/21/2023 Posted	\$53.94	10-00-00-1127	Citywide Bank	\$0.00	\$53.94
					10-00-00-2100	Accounts Payable Co	\$53.94	\$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>
1024471579	12/18/2023	Postage Machine Ink C	\$53.94	\$53.94	10-00-00-5221	Postage & Freight		\$53.94
						<i>Totals:</i>		\$53.94
Plum Creek Water Reclamation	Computer Check 28322	12/21/2023	12/21/2023 Posted	\$63,120.71	10-00-00-1127	Citywide Bank	\$0.00	\$63,120.71
					10-00-60-1990	Category Cash	\$63,120.71	\$0.00
					60-00-00-2100	Accounts Payable Co	\$63,120.71	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$63,120.71
<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>
CPNMD1123	12/01/2023	Wastewater Treatment	\$60,340.00	\$60,340.00	60-61-00-5167	PCWRA Sewer Fees		\$60,340.00
						<i>Totals:</i>		\$60,340.00
RCPN1123	12/01/2023	Pond 16- November	\$2,780.71	\$2,780.71	60-60-00-5205	Reuse Pumping		\$2,780.71
						<i>Totals:</i>		\$2,780.71
Principle Electric	Computer Check 28323	12/21/2023	12/21/2023 Posted	\$9,303.50	10-00-00-1127	Citywide Bank	\$0.00	\$9,303.50
					10-00-60-1990	Category Cash	\$9,303.50	\$0.00
					60-00-00-2100	Accounts Payable Co	\$9,303.50	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$9,303.50
<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>
2194	12/01/2023	IPS Repair	\$9,303.50	\$9,303.50	60-60-00-5360	Water Distribution R&M		\$9,303.50
						<i>Totals:</i>		\$9,303.50
QP Services LLC	Computer Check 28324	12/21/2023	12/21/2023 Posted	\$10,668.30	10-00-00-1127	Citywide Bank	\$0.00	\$10,668.30
					10-00-60-1990	Category Cash	\$10,668.30	\$0.00
					60-00-00-2100	Accounts Payable Co	\$10,668.30	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$10,668.30
<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>
PJINV000756	11/30/2023	CCTV & Jetting	\$10,668.30	\$10,668.30	60-61-00-5360	Collection - Station Jetting		\$10,668.30
						<i>Totals:</i>		\$10,668.30
Quality of Colorado Inc	Computer Check	12/21/2023	12/21/2023	\$62.78	10-00-00-1127	Citywide Bank	\$0.00	\$62.78

# 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
	28325		Posted		10-00-60-1990	Category Cash	\$62.78	\$0.00
					60-00-00-2100	Accounts Payable Co	\$62.78	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$62.78
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
JC03792	12/13/2023	First Aid Kit Refills	\$62.78	\$62.78	60-60-00-5223	Operating Supplies		\$31.39
JC03792	12/13/2023	First Aid Kit Refills	\$62.78	\$62.78	60-61-00-5223	Operating Supplies		\$31.39
						<i>Totals:</i>		\$62.78
RubinBrown LLP	Computer Check 28326	12/21/2023	12/21/2023	\$11,000.00	10-00-00-1127	Citywide Bank	\$0.00	\$11,000.00
			Posted		10-00-00-2100	Accounts Payable Co	\$11,000.00	\$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
982742	11/30/2023	2022 Audit	\$11,000.00	\$11,000.00	10-00-00-5146	Auditing		\$11,000.00
						<i>Totals:</i>		\$11,000.00
Semocor Inc	Computer Check 28327	12/21/2023	12/21/2023	\$30,493.46	10-00-00-1127	Citywide Bank	\$0.00	\$30,493.46
			Posted		10-00-60-1990	Category Cash	\$30,493.46	\$0.00
					60-00-00-2100	Accounts Payable Co	\$30,493.46	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$30,493.46
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
6485	12/01/2023	ORC, WTP, LSs & Field	\$30,493.46	\$30,493.46	60-60-00-5146	Audit		\$15,246.73
6485	12/01/2023	ORC, WTP, LSs & Field	\$30,493.46	\$30,493.46	60-61-00-5147	Operations Staffing Contract		\$15,246.73
						<i>Totals:</i>		\$30,493.46
Seter & Vander Wall P.C.	Computer Check 28328	12/21/2023	12/21/2023	\$15,082.36	10-00-00-1127	Citywide Bank	\$0.00	\$15,082.36
			Posted		10-00-00-2100	Accounts Payable Co	\$15,082.36	\$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
86521	11/30/2023	Legal Service- Novemt	\$15,082.36	\$15,082.36	10-00-00-5163	Legal Services		\$15,082.36
						<i>Totals:</i>		\$15,082.36
SRH Cleaning Services LLC	Computer Check 28329	12/21/2023	12/21/2023	\$6,000.00	10-00-00-1127	Citywide Bank	\$0.00	\$6,000.00
			Posted		10-00-60-1990	Category Cash	\$6,000.00	\$0.00
					60-00-00-2100	Accounts Payable Co	\$6,000.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$6,000.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
1044	12/05/2023	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
1045	12/19/2023	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

# 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
Susan Nagel	Computer Check 28330	12/21/2023	12/21/2023 Posted	\$248.16	10-00-00-1127	Citywide Bank	\$0.00	\$248.16
					10-00-00-2100	Accounts Payable Co	\$248.16	\$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>
		12/18/2023	Mileage Reimburseme	\$248.16	\$248.16	10-00-00-5230	Miscellaneous Expenses	\$248.16
						<i>Totals:</i>		\$248.16
The Castle Pines Connection	Computer Check 28331	12/21/2023	12/21/2023 Posted	\$1,800.00	10-00-00-1127	Citywide Bank	\$0.00	\$1,800.00
					10-00-60-1990	Category Cash	\$1,800.00	\$0.00
					60-00-00-2100	Accounts Payable Co	\$1,800.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$1,800.00
	<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>
	13501	12/01/2023	Full Page Ad	\$1,800.00	\$1,800.00	60-60-00-5169	Communications - Public Outrea	\$1,800.00
						<i>Totals:</i>		\$1,800.00
TW Summit Corporation	Computer Check 28332	12/21/2023	12/21/2023 Posted	\$6,075.45	10-00-00-1127	Citywide Bank	\$0.00	\$6,075.45
					10-00-60-1990	Category Cash	\$6,075.45	\$0.00
					60-00-00-2100	Accounts Payable Co	\$6,075.45	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$6,075.45
	<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>
	32241	12/12/2023	Hydrant Repair- Tenby	\$2,933.25	\$2,933.25	60-60-00-5360	Water Distribution R&M	\$2,933.25
						<i>Totals:</i>		\$2,933.25
	32243	12/12/2023	PRV Repair- 7231 Arco	\$885.00	\$885.00	60-60-00-5360	Water Distribution R&M	\$885.00
						<i>Totals:</i>		\$885.00
	32271	12/19/2023	Hydrant Painting	\$2,257.20	\$2,257.20	60-60-00-5360	Water Distribution R&M	\$2,257.20
						<i>Totals:</i>		\$2,257.20
Utility Notification Ctr CO	Computer Check 28333	12/21/2023	12/21/2023 Posted	\$135.45	10-00-00-1127	Citywide Bank	\$0.00	\$135.45
					10-00-60-1990	Category Cash	\$135.45	\$0.00
					60-00-00-2100	Accounts Payable Co	\$135.45	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$135.45
	<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>
	223110381	11/30/2023	Locate Notification Ser	\$135.45	\$135.45	60-60-00-5361	Underground Utility Locates	\$135.45
						<i>Totals:</i>		\$135.45
Charles Raye	One-Time Check 28334	12/21/2023	12/21/2023 Posted	\$720.00	10-00-00-1127	Citywide Bank	\$0.00	\$720.00
					10-00-60-1990	Category Cash	\$720.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$720.00
					60-60-00-4409	Refunds	\$720.00	\$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
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
	12/21/2023		\$0.00	\$0.00	10-00-60-1990	Category Cash		\$720.00
	12/21/2023		\$0.00	\$0.00	60-60-00-4409	Refunds		\$720.00
<i>Totals:</i>								\$1,440.00
American Security Professional	Computer Check 28335	01/04/2024	01/04/2024 Posted	\$80.00	10-00-00-1127	Citywide Bank	\$0.00	\$80.00
					10-00-60-1990	Category Cash	\$80.00	\$0.00
					60-00-00-2100	Accounts Payable Co	\$80.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$80.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
28362	01/03/2024	DC Permit- 7125 Monz	\$40.00	\$40.00	60-60-00-5201	Telephone/Alarms		\$40.00
<i>Totals:</i>								\$40.00
28363	01/03/2024	DC Permit- 7404 Yorks	\$40.00	\$40.00	60-60-00-5201	Telephone/Alarms		\$26.00
28363	01/03/2024	DC Permit- 7404 Yorks	\$40.00	\$40.00	60-61-00-5201	Telephone/Alarms		\$14.00
<i>Totals:</i>								\$40.00
American Water Works Asso.	Computer Check 28336	01/04/2024	01/04/2024 Posted	\$263.00	10-00-00-1127	Citywide Bank	\$0.00	\$263.00
					10-00-60-1990	Category Cash	\$263.00	\$0.00
					60-00-00-2100	Accounts Payable Co	\$263.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$263.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
7002166731	10/24/2023	AWWA Membership- 2	\$263.00	\$263.00	60-60-00-5218	Professional Memberships/Subsc		\$170.95
7002166731	10/24/2023	AWWA Membership- 2	\$263.00	\$263.00	60-61-00-5218	Prof Memberships/Subscr		\$92.05
<i>Totals:</i>								\$263.00
AtoZ Complete Home Repair	Computer Check 28337	01/04/2024	01/04/2024 Posted	\$5,100.00	10-00-00-1127	Citywide Bank	\$0.00	\$5,100.00
					10-00-60-1990	Category Cash	\$5,100.00	\$0.00
					60-00-00-2100	Accounts Payable Co	\$5,100.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$5,100.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
201443	12/13/2023	LS- Door Replacement	\$5,100.00	\$5,100.00	60-60-00-7766	Waste Water - Lift Station Renov		\$5,100.00
<i>Totals:</i>								\$5,100.00
Backflow Secure; Management	Computer Check 28338	01/04/2024	01/04/2024 Posted	\$13,477.50	10-00-00-1127	Citywide Bank	\$0.00	\$13,477.50
					10-00-60-1990	Category Cash	\$13,477.50	\$0.00
					60-00-00-2100	Accounts Payable Co	\$13,477.50	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$13,477.50
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
787	12/15/2023	Backflow Repairs	\$13,477.50	\$13,477.50	60-60-00-5417	Professional Svcs - Backflow Proc		\$13,477.50

# 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		
							<i>Totals:</i>	\$13,477.50
Blackbaud	Computer Check 28339	01/04/2024	01/04/2024 Posted	\$23,650.00	10-00-00-1127	Citywide Bank	\$0.00	\$23,650.00
					10-00-60-1990	Category Cash	\$23,650.00	\$0.00
					60-00-00-2100	Accounts Payable Co	\$23,650.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$23,650.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		
INV-0000339741	12/18/2023	FE NXT Accounting Sol	\$23,650.00	\$23,650.00	60-60-00-5145	Accounting and Payroll		\$15,372.50
INV-0000339741	12/18/2023	FE NXT Accounting Sol	\$23,650.00	\$23,650.00	60-61-00-5145	Accounting and Payroll		\$8,277.50
							<i>Totals:</i>	\$23,650.00
Canyon Systems Inc.	Computer Check 28340	01/04/2024	01/04/2024 Posted	\$17,779.73	10-00-00-1127	Citywide Bank	\$0.00	\$17,779.73
					10-00-60-1990	Category Cash	\$17,779.73	\$0.00
					60-00-00-2100	Accounts Payable Co	\$17,779.73	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$17,779.73
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		
16311	12/22/2023	Gorman-Rupp Rotating	\$17,779.73	\$17,779.73	60-61-00-5370	Collection - Repair and Maintena		\$17,779.73
							<i>Totals:</i>	\$17,779.73
Chatfield Reservoir Mitigation (	Computer Check 28341	01/04/2024	01/04/2024 Posted	\$90,540.00	10-00-00-1127	Citywide Bank	\$0.00	\$90,540.00
					10-00-60-1990	Category Cash	\$90,540.00	\$0.00
					60-00-00-2100	Accounts Payable Co	\$90,540.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$90,540.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		
2024-05	01/02/2024	2023-2024 Annual Mer	\$90,540.00	\$90,540.00	60-60-00-7725	Chatfield Res. Mitigation Co.		\$90,540.00
							<i>Totals:</i>	\$90,540.00
COMCAST	Computer Check 28342	01/04/2024	01/04/2024 Posted	\$353.71	10-00-00-1127	Citywide Bank	\$0.00	\$353.71
					10-00-60-1990	Category Cash	\$353.71	\$0.00
					60-00-00-2100	Accounts Payable Co	\$353.71	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$353.71
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		
8497202420365418	12/18/2023	HS Internet- WTP	\$353.71	\$353.71	60-60-00-5201	Telephone/Alarms		\$353.71
							<i>Totals:</i>	\$353.71
Companion Life	Computer Check 28343	01/04/2024	01/04/2024 Posted	\$329.46	10-00-00-1127	Citywide Bank	\$0.00	\$329.46
					10-00-60-1990	Category Cash	\$329.46	\$0.00
					60-00-00-2100	Accounts Payable Co	\$329.46	\$0.00

# Castle Pines North Metro. District

## Cash Disbursement Journals

Payee	Trans. Type Trans. No.	Post Date Trans. Date	Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
					60-00-10-1990	Cash Allocation	\$0.00	\$329.46
<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>
722329	12/23/2023	Dental Insurance	\$329.46	\$329.46	60-60-00-5124	Employer Contr. Health Insurance		\$214.15
722329	12/23/2023	Dental Insurance	\$329.46	\$329.46	60-61-00-5124	Employer Contr. Health Insurance		\$115.31
<i>Totals:</i>								\$329.46
ENLIVE tv Services LLC	Computer Check 28344	01/04/2024	01/04/2024 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
<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>
0136	01/02/2024	CDN-Board Meetings-	\$200.00	\$200.00	60-60-00-5169	Communications - Public Outrea		\$130.00
0136	01/02/2024	CDN-Board Meetings-	\$200.00	\$200.00	60-61-00-5169	Communications - Public Outrea		\$70.00
<i>Totals:</i>								\$200.00
Family Support Registry	Computer Check 28345	01/04/2024	01/04/2024 Posted	\$286.50	10-00-00-1127	Citywide Bank	\$0.00	\$286.50
					10-00-00-2100	Accounts Payable Co	\$286.50	\$0.00
<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>
	12/31/2023	Wage Garnishment	\$286.50	\$286.50	10-00-00-2110	Misc. Accounts Payable		\$286.50
<i>Totals:</i>								\$286.50
Greystone Technology Group	Computer Check 28346	01/04/2024	01/04/2024 Posted	\$1,500.00	10-00-00-1127	Citywide Bank	\$0.00	\$1,500.00
					10-00-60-1990	Category Cash	\$1,500.00	\$0.00
					60-00-00-2100	Accounts Payable Co	\$1,500.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$1,500.00
<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>
80902	01/01/2024	IT Service- January	\$1,500.00	\$1,500.00	60-60-00-5166	Software Support		\$975.00
80902	01/01/2024	IT Service- January	\$1,500.00	\$1,500.00	60-61-00-5166	Software Support		\$525.00
<i>Totals:</i>								\$1,500.00
HBS	Computer Check 28347	01/04/2024	01/04/2024 Posted	\$353.91	10-00-00-1127	Citywide Bank	\$0.00	\$353.91
					10-00-60-1990	Category Cash	\$353.91	\$0.00
					60-00-00-2100	Accounts Payable Co	\$353.91	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$353.91
<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>
FR3767250	12/31/2023	Trash Service- 7404 Yo	\$353.91	\$353.91	60-60-00-5204	Trash Removal		\$230.05
FR3767250	12/31/2023	Trash Service- 7404 Yo	\$353.91	\$353.91	60-61-00-5204	Trash Removal		\$123.86
<i>Totals:</i>								\$353.91

# 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
Highlands Ranch Metro District	Computer Check 28348	01/04/2024	01/04/2024	\$36.50	10-00-00-1127	Citywide Bank	\$0.00	\$36.50
			Posted		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

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount
97288	12/18/2023	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 28349	01/04/2024	01/04/2024	\$765.00	10-00-00-1127	Citywide Bank	\$0.00	\$765.00
			Posted		10-00-60-1990	Category Cash	\$765.00	\$0.00
					60-00-00-2100	Accounts Payable Co	\$765.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$765.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount
275785	01/01/2024	Janitorial Service-CC-Je	\$765.00	\$765.00	60-60-00-5229	Building Cleaning Expenses	\$497.25
275785	01/01/2024	Janitorial Service-CC-Je	\$765.00	\$765.00	60-61-00-5229	Building Cleaning Expenses	\$267.75
<i>Totals:</i>							\$765.00

Jehn Water Consultants Inc.	Computer Check 28350	01/04/2024	01/04/2024	\$6,144.63	10-00-00-1127	Citywide Bank	\$0.00	\$6,144.63
			Posted		10-00-60-1990	Category Cash	\$6,144.63	\$0.00
					60-00-00-2100	Accounts Payable Co	\$6,144.63	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$6,144.63

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount
125.1/1-24	01/01/2024	General Water Rights	\$4,948.75	\$4,948.75	60-60-00-5167	Professional Services - Water Rig	\$4,948.75
<i>Totals:</i>							\$4,948.75
125.6-1-24	01/01/2024	Resume Review	\$112.50	\$112.50	60-60-00-5167	Professional Services - Water Rig	\$112.50
<i>Totals:</i>							\$112.50
871.1-1-24	01/01/2024	Hock Hocking Share	\$1,083.38	\$1,083.38	60-60-00-5316	Ditch/Land Rights Operating Exp	\$1,083.38
<i>Totals:</i>							\$1,083.38

Level Engineering and Inspectio	Computer Check 28351	01/04/2024	01/04/2024	\$3,693.50	10-00-00-1127	Citywide Bank	\$0.00	\$3,693.50
			Posted		10-00-60-1990	Category Cash	\$3,693.50	\$0.00
					60-00-00-2100	Accounts Payable Co	\$3,693.50	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$3,693.50

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount
2023-6	12/23/2023	General Services 2023	\$3,693.50	\$3,693.50	60-61-00-5400	Collection - Emergency Response	\$3,693.50
<i>Totals:</i>							\$3,693.50

Molly Rosenmeyer Designs	Computer Check 28352	01/04/2024	01/04/2024	\$130.00	10-00-00-1127	Citywide Bank	\$0.00	\$130.00
			Posted		10-00-60-1990	Category Cash	\$130.00	\$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	\$130.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$130.00
	<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>
	MR107	01/02/2024	CP Connection- Dec &	\$130.00	\$130.00	60-60-00-5169	Communications - Public Outrea	\$84.50
	MR107	01/02/2024	CP Connection- Dec &	\$130.00	\$130.00	60-61-00-5169	Communications - Public Outrea	\$45.50
						<i>Totals:</i>		\$130.00
Pitney Bowes Inc.	Computer Check 28353	01/04/2024	01/04/2024 Posted	\$81.00	10-00-00-1127	Citywide Bank	\$0.00	\$81.00
					10-00-60-1990	Category Cash	\$81.00	\$0.00
					60-00-00-2100	Accounts Payable Co	\$81.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$81.00
	<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>
	1024531663	12/29/2023	Postage Machine Mete	\$81.00	\$81.00	60-60-00-5221	Postage & Freight	\$52.65
	1024531663	12/29/2023	Postage Machine Mete	\$81.00	\$81.00	60-61-00-5221	Postage & Freight	\$28.35
						<i>Totals:</i>		\$81.00
Power Systems West Colorado	Computer Check 28354	01/04/2024	01/04/2024 Posted	\$9,741.00	10-00-00-1127	Citywide Bank	\$0.00	\$9,741.00
					10-00-60-1990	Category Cash	\$9,741.00	\$0.00
					60-00-00-2100	Accounts Payable Co	\$9,741.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$9,741.00
	<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>
	SI2366004261	12/22/2023	LS2- Generator Inspect	\$1,257.00	\$1,257.00	60-61-00-5340	Lift Station - Repairs and Mainte	\$1,257.00
						<i>Totals:</i>		\$1,257.00
	SI2366004262	12/22/2023	LS Generator Inspectio	\$1,257.00	\$1,257.00	60-61-00-5340	Lift Station - Repairs and Mainte	\$1,257.00
						<i>Totals:</i>		\$1,257.00
	SI2366004263	12/22/2023	LS Generator Inspectio	\$1,257.00	\$1,257.00	60-61-00-5340	Lift Station - Repairs and Mainte	\$1,257.00
						<i>Totals:</i>		\$1,257.00
	SI2366004270	12/26/2023	LS7- Generator Inspect	\$482.00	\$482.00	60-61-00-5340	Lift Station - Repairs and Mainte	\$482.00
						<i>Totals:</i>		\$482.00
	SI2366004271	12/26/2023	LS1- Generator Inspect	\$482.00	\$482.00	60-61-00-5340	Lift Station - Repairs and Mainte	\$482.00
						<i>Totals:</i>		\$482.00
	SI2366004273	12/26/2023	LS7- Generator Inspect	\$482.00	\$482.00	60-61-00-5340	Lift Station - Repairs and Mainte	\$482.00
						<i>Totals:</i>		\$482.00
	SI2366004276	12/26/2023	LS1- Generator Inspect	\$482.00	\$482.00	60-61-00-5340	Lift Station - Repairs and Mainte	\$482.00
						<i>Totals:</i>		\$482.00
	SI2366004278	12/26/2023	LS- Generator Inspecti	\$1,780.00	\$1,780.00	60-61-00-5340	Lift Station - Repairs and Mainte	\$1,780.00
						<i>Totals:</i>		\$1,780.00
	SI2366004279	12/26/2023	LS6- Generator Inspect	\$482.00	\$482.00	60-61-00-5340	Lift Station - Repairs and Mainte	\$482.00
						<i>Totals:</i>		\$482.00



# 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	
SI2366004280	12/26/2023	LS3- Generator Inspect	\$1,780.00	\$1,780.00	60-61-00-5340	Lift Station - Repairs and Maintner		\$1,780.00
							<i>Totals:</i>	\$1,780.00
Security Central Inc.	Computer Check 28355	01/04/2024	01/04/2024 Posted	\$258.18	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 \$258.18 \$258.18 \$0.00	\$258.18 \$0.00 \$0.00 \$258.18
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
942953	12/31/2023	Fire Alarm Service- 712	\$126.00	\$126.00	60-60-00-5201	Telephone/Alarms		\$126.00
							<i>Totals:</i>	\$126.00
942952	12/31/2023	Fire Alarm Service- 74C	\$132.18	\$132.18	60-60-00-5202	Electricity & Natural Gas		\$85.92
942952	12/31/2023	Fire Alarm Service- 74C	\$132.18	\$132.18	60-61-00-5202	Electricity & Natural Gas		\$46.26
							<i>Totals:</i>	\$132.18
Semocor Inc	Computer Check 28356	01/04/2024	01/04/2024 Posted	\$29,928.98	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 \$29,928.98 \$29,928.98 \$0.00	\$29,928.98 \$0.00 \$0.00 \$29,928.98
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
6524	01/01/2024	ORC, WTP LSs & Field	\$29,928.98	\$29,928.98	60-60-00-5147	Operations Staffing Contract		\$18,980.00
6524	01/01/2024	ORC, WTP LSs & Field	\$29,928.98	\$29,928.98	60-60-00-5330	Water Treatment Plant R&M		\$690.00
6524	01/01/2024	ORC, WTP LSs & Field	\$29,928.98	\$29,928.98	60-61-00-5147	Operations Staffing Contract		\$10,220.00
6524	01/01/2024	ORC, WTP LSs & Field	\$29,928.98	\$29,928.98	60-61-00-5370	Collection - Repair and Maintena		\$38.98
							<i>Totals:</i>	\$29,928.98
SRH Cleaning Services LLC	Computer Check 28357	01/04/2024	01/04/2024 Posted	\$3,000.00	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 \$3,000.00 \$3,000.00 \$0.00	\$3,000.00 \$0.00 \$0.00 \$3,000.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
1046	01/03/2024	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 28358	01/04/2024	01/04/2024 Posted	\$2,000.00	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 \$2,000.00 \$2,000.00 \$0.00	\$2,000.00 \$0.00 \$0.00 \$2,000.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	

# 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	
13576	01/01/2024	Full Page Ad	\$2,000.00	\$2,000.00	60-60-00-5169	Communications - Public Outrea		\$1,300.00
13576	01/01/2024	Full Page Ad	\$2,000.00	\$2,000.00	60-61-00-5169	Communications - Public Outrea		\$700.00
<i>Totals:</i>								\$2,000.00
TW Summit Corporation	Computer Check 28359	01/04/2024	01/04/2024 Posted	\$6,917.00	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 \$6,917.00 \$6,917.00 \$0.00	\$6,917.00 \$0.00 \$0.00 \$6,917.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
32275	12/29/2023	Hydrant Repairs	\$6,917.00	\$6,917.00	60-60-00-5360	Water Distribution R&M		\$6,917.00
<i>Totals:</i>								\$6,917.00
United States Geological Surve	Computer Check 28360	01/04/2024	01/04/2024 Posted	\$1,457.00	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 \$1,457.00 \$1,457.00 \$0.00	\$1,457.00 \$0.00 \$0.00 \$1,457.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
91124958	12/14/2023	33.3% Ops & Maintenz	\$1,457.00	\$1,457.00	60-61-00-5167	PCWRA Sewer Fees		\$1,457.00
<i>Totals:</i>								\$1,457.00
Utility Notification Ctr CO	Computer Check 28361	01/04/2024	01/04/2024 Posted	\$165.12	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 \$165.12 \$165.12 \$0.00	\$165.12 \$0.00 \$0.00 \$165.12
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
223120364	12/31/2023	Locate Service- Decem	\$165.12	\$165.12	60-60-00-5361	Underground Utility Locates		\$107.33
223120364	12/31/2023	Locate Service- Decem	\$165.12	\$165.12	60-61-00-5361	Underground Utility Locates		\$57.79
<i>Totals:</i>								\$165.12
Xerox Financial Services	Computer Check 28362	01/04/2024	01/04/2024 Posted	\$470.00	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 \$470.00 \$470.00 \$0.00	\$470.00 \$0.00 \$0.00 \$470.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
5145770	12/12/2023	Copy Machine Lease- I	\$470.00	\$470.00	60-60-00-5222	Printing & Copying		\$305.50
5145770	12/12/2023	Copy Machine Lease- I	\$470.00	\$470.00	60-61-00-5222	Printing & Copying		\$164.50
<i>Totals:</i>								\$470.00

# 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
Backflow Secure; Management	Computer Check 28364	01/17/2024	01/17/2024	\$9,000.00	10-00-00-1127	Citywide Bank	\$0.00	\$9,000.00
			Not yet posted		10-00-60-1990	Category Cash	\$9,000.00	\$0.00
					60-00-00-2100	Accounts Payable Co	\$9,000.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$9,000.00
<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>	
789	01/01/2024	Backflow Services- Dec	\$9,000.00	\$9,000.00	60-60-00-5417	Professional Svcs - Backflow Proc	\$9,000.00	
<i>Totals:</i>							\$9,000.00	
Centennial Water & Sanitation	Computer Check 28365	01/17/2024	01/17/2024	\$122,422.17	10-00-00-1127	Citywide Bank	\$0.00	\$122,422.17
			Not yet posted		10-00-60-1990	Category Cash	\$122,422.17	\$0.00
					60-00-00-2100	Accounts Payable Co	\$122,422.17	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$122,422.17
<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>	
1111780404	12/31/2023	Centennial Water Deliv	\$58,924.23	\$58,924.23	60-60-00-5374	Centennial Delivery Charges	\$58,924.23	
<i>Totals:</i>							\$58,924.23	
1111780405	12/31/2023	Centennial Water Deliv	\$63,497.94	\$63,497.94	60-60-00-5374	Centennial Delivery Charges	\$63,497.94	
<i>Totals:</i>							\$63,497.94	
Colorado Dept. of Public Health	Computer Check 28366	01/17/2024	01/17/2024	\$810.00	10-00-00-1127	Citywide Bank	\$0.00	\$810.00
			Not yet posted		10-00-60-1990	Category Cash	\$810.00	\$0.00
					60-00-00-2100	Accounts Payable Co	\$810.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$810.00
<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>	
WM241136050	12/13/2023	Annual Permit Fee	\$810.00	\$810.00	60-60-00-5230	Miscellaneous Expenses	\$526.50	
WM241136050	12/13/2023	Annual Permit Fee	\$810.00	\$810.00	60-61-00-5230	Miscellaneous Expenses	\$283.50	
<i>Totals:</i>							\$810.00	
COMCAST	Computer Check 28367	01/17/2024	01/17/2024	\$170.47	10-00-00-1127	Citywide Bank	\$0.00	\$170.47
			Not yet posted		10-00-60-1990	Category Cash	\$170.47	\$0.00
					60-00-00-2100	Accounts Payable Co	\$170.47	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$170.47
<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>	
9499	01/03/2024	HS Internet- 7404 York	\$170.47	\$170.47	60-60-00-5201	Telephone/Alarms	\$110.81	
9499	01/03/2024	HS Internet- 7404 York	\$170.47	\$170.47	60-61-00-5201	Telephone/Alarms	\$59.66	
<i>Totals:</i>							\$170.47	
Community Resource Services	Computer Check 28368	01/17/2024	01/17/2024	\$15,377.50	10-00-00-1127	Citywide Bank	\$0.00	\$15,377.50
			Not yet posted		10-00-60-1990	Category Cash	\$15,377.50	\$0.00
					60-00-00-2100	Accounts Payable Co	\$15,377.50	\$0.00

# Castle Pines North Metro. District

## Cash Disbursement Journals

Payee	Trans. Type Trans. No.	Post Date Trans. Date	Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
					60-00-10-1990	Cash Allocation	\$0.00	\$15,377.50
<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>
	12/31/2023	Finance & Billing Serv	\$15,377.50	\$15,377.50	60-00-00-1000	Current Assets		\$5,382.13
	12/31/2023	Finance & Billing Serv	\$15,377.50	\$15,377.50	60-60-00-5145	Accounting and Payroll		\$9,995.37
<i>Totals:</i>								\$15,377.50
CORE Electric Coop	Computer Check 28369	01/17/2024	01/17/2024 Not yet posted	\$10,822.11	10-00-00-1127	Citywide Bank	\$0.00	\$10,822.11
					10-00-60-1990	Category Cash	\$10,822.11	\$0.00
					60-00-00-2100	Accounts Payable Co	\$10,822.11	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$10,822.11
<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>
23793000	01/03/2024	Electrical Service	\$10,822.11	\$10,822.11	60-60-00-5202	Electricity & Natural Gas		\$230.91
23793000	01/03/2024	Electrical Service	\$10,822.11	\$10,822.11	60-60-00-5206	Electricity for Well Pumping		\$1,337.61
23793000	01/03/2024	Electrical Service	\$10,822.11	\$10,822.11	60-60-00-5207	Electricity for WTP		\$2,087.90
23793000	01/03/2024	Electrical Service	\$10,822.11	\$10,822.11	60-60-00-5208	Electricity for Booster Pump Stati		\$807.26
23793000	01/03/2024	Electrical Service	\$10,822.11	\$10,822.11	60-60-00-5330	Water Treatment Plant R&M		\$127.04
23793000	01/03/2024	Electrical Service	\$10,822.11	\$10,822.11	60-61-00-5202	Electricity & Natural Gas		\$124.33
23793000	01/03/2024	Electrical Service	\$10,822.11	\$10,822.11	60-61-00-5209	Electricity for Wastewater Pumpir		\$6,107.06
<i>Totals:</i>								\$10,822.11
Elara Creatives	Computer Check 28370	01/17/2024	01/17/2024 Not yet posted	\$9,450.00	10-00-00-1127	Citywide Bank	\$0.00	\$9,450.00
					10-00-60-1990	Category Cash	\$9,450.00	\$0.00
					60-00-00-2100	Accounts Payable Co	\$9,450.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$9,450.00
<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>
2770DD99-0001	12/19/2023	Digital Marketing- 12/	\$3,150.00	\$3,150.00	60-60-00-5169	Communications - Public Outrea		\$2,047.50
2770DD99-0001	12/19/2023	Digital Marketing- 12/	\$3,150.00	\$3,150.00	60-61-00-5169	Communications - Public Outrea		\$1,102.50
<i>Totals:</i>								\$3,150.00
2770DD99-0002	01/08/2024	Digital Marketing- Jant	\$6,300.00	\$6,300.00	60-60-00-5169	Communications - Public Outrea		\$4,095.00
2770DD99-0002	01/08/2024	Digital Marketing- Jant	\$6,300.00	\$6,300.00	60-61-00-5169	Communications - Public Outrea		\$2,205.00
<i>Totals:</i>								\$6,300.00
EPR	Computer Check 28371	01/17/2024	01/17/2024 Not yet posted	\$83,544.86	10-00-00-1127	Citywide Bank	\$0.00	\$83,544.86
					10-00-60-1990	Category Cash	\$83,544.86	\$0.00
					60-00-00-2100	Accounts Payable Co	\$83,544.86	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$83,544.86
<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>
3747	01/09/2024	Monarch & Shoreham	\$10,539.92	\$10,539.92	60-60-00-5360	Water Distribution R&M		\$10,539.92
<i>Totals:</i>								\$10,539.92

# 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
3750	01/09/2024	8689 Fawnwood Dr- Ci	\$1,288.38	\$1,288.38	60-60-00-5360	Water Distribution R&M		\$1,288.38
						<i>Totals:</i>		\$1,288.38
3751	01/11/2024	LS 3- Oct & Nov Projec	\$71,716.56	\$71,716.56	60-61-00-7766	Waste Water - Lift Station Renov		\$71,716.56
						<i>Totals:</i>		\$71,716.56
Groundwater Mgmt. Subdistric	Computer Check 28372	01/17/2024	01/17/2024 Not yet posted	\$41,580.00	10-00-00-1127	Citywide Bank	\$0.00	\$41,580.00
					10-00-60-1990	Category Cash	\$41,580.00	\$0.00
					60-00-00-2100	Accounts Payable Co	\$41,580.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$41,580.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
1018	01/02/2024	2024 Assessment	\$8,049.70	\$8,049.70	60-60-00-5311	Ditch Operating Assessments		\$8,049.70
						<i>Totals:</i>		\$8,049.70
1019	01/02/2024	2024 Assessment	\$31,128.20	\$31,128.20	60-60-00-5311	Ditch Operating Assessments		\$31,128.20
						<i>Totals:</i>		\$31,128.20
1020	01/02/2024	2024 Assessment	\$2,402.10	\$2,402.10	60-60-00-5311	Ditch Operating Assessments		\$2,402.10
						<i>Totals:</i>		\$2,402.10
Hamre Rodriguez Ostrander	Computer Check 28373	01/17/2024	01/17/2024 Not yet posted	\$162.10	10-00-00-1127	Citywide Bank	\$0.00	\$162.10
					10-00-60-1990	Category Cash	\$162.10	\$0.00
					60-00-00-2100	Accounts Payable Co	\$162.10	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$162.10
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
13914	12/31/2023	Legal Service- Water R	\$162.10	\$162.10	60-60-00-5400	Professional Svcs - Water Rights		\$162.10
						<i>Totals:</i>		\$162.10
Kennedy Jenks Consultants Inc	Computer Check 28374	01/17/2024	01/17/2024 Not yet posted	\$108,509.71	10-00-00-1127	Citywide Bank	\$0.00	\$108,509.71
					10-00-60-1990	Category Cash	\$108,509.71	\$0.00
					60-00-00-2100	Accounts Payable Co	\$108,509.71	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$108,509.71
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
168903	01/15/2024	Lagae PA-7	\$290.26	\$290.26	60-60-00-5165	Engineering Services Reimbursab		\$290.26
						<i>Totals:</i>		\$290.26
168904	01/15/2024	Lagae Family Parcel	\$870.87	\$870.87	60-61-00-5165	Engineering Svcs Reimbursable		\$870.87
						<i>Totals:</i>		\$870.87
168905	01/15/2024	Town Center PA-12	\$523.51	\$523.51	60-61-00-5164	Engineering Services		\$523.51
						<i>Totals:</i>		\$523.51
168906	01/15/2024	Lift Stations Permitting	\$35,519.80	\$35,519.80	60-60-00-7766	Waste Water - Lift Station Renov		\$35,519.80
						<i>Totals:</i>		\$35,519.80

# 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
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
168907	01/15/2024	WTP HVAC Systems Up	\$4,599.21	\$4,599.21	60-60-00-7758	WTP HVAC		\$4,599.21
						<i>Totals:</i>		\$4,599.21
168908	01/15/2024	Liquid Ammonia Sulfat	\$5,234.46	\$5,234.46	60-60-00-7754	Backwash Reclaim Tank Upgrade		\$5,234.46
						<i>Totals:</i>		\$5,234.46
168909	01/15/2024	General Engineering	\$5,404.90	\$5,404.90	60-00-00-1000	Current Assets		\$3,255.81
168909	01/15/2024	General Engineering	\$5,404.90	\$5,404.90	60-60-00-5175	Engineering		\$2,149.09
						<i>Totals:</i>		\$5,404.90
168910	01/15/2024	Tank Rehabilitation Prc	\$9,761.68	\$9,761.68	60-60-00-7757	WTP Process Tank Rehab		\$9,761.68
						<i>Totals:</i>		\$9,761.68
168911	01/15/2024	Well Vaults Rehabilitati	\$12,755.26	\$12,755.26	60-60-00-7760	Well Control Vault Rehab Program		\$12,755.26
						<i>Totals:</i>		\$12,755.26
168912	01/15/2024	Yorkshire Water Line R	\$3,342.37	\$3,342.37	60-60-00-7768	Yorkshire Water Line Replacemer		\$3,342.37
						<i>Totals:</i>		\$3,342.37
168913	01/15/2024	Monarch Water Line Re	\$6,530.72	\$6,530.72	60-60-00-7767	Monarch Waterline Replacement		\$6,530.72
						<i>Totals:</i>		\$6,530.72
168914	01/15/2024	Filter Beds Upgrade- P	\$4,010.88	\$4,010.88	60-60-00-7756	WTP Filter Rehabilitation Program		\$4,010.88
						<i>Totals:</i>		\$4,010.88
168919	01/15/2024	Facility Documentation	\$18,095.04	\$18,095.04	60-60-00-7755	WTP Site Plan / O&M Manual De		\$18,095.04
						<i>Totals:</i>		\$18,095.04
168920	01/15/2024	Backwash Reclaim Tanl	\$1,570.75	\$1,570.75	60-60-00-7754	Backwash Reclaim Tank Upgrade		\$1,570.75
						<i>Totals:</i>		\$1,570.75
Layne Christensen Company	Computer Check 28375	01/17/2024	01/17/2024 Not yet posted	\$94,360.00	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 \$94,360.00 \$94,360.00 \$0.00	\$94,360.00 \$0.00 \$0.00 \$94,360.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
2636691	01/08/2024	Well A3 Pump Reinstal	\$94,360.00	\$94,360.00	60-60-00-7740	Araphoe Wells Major Repairs		\$94,360.00
						<i>Totals:</i>		\$94,360.00
Pathian Administrators	Computer Check 28376	01/17/2024	01/17/2024 Not yet posted	\$96.83	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 \$96.83 \$96.83 \$0.00	\$96.83 \$0.00 \$0.00 \$96.83
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
179927	01/09/2024	Dental Insurance	\$96.83	\$96.83	60-60-00-5124	Employer Contr. Health Insurance		\$62.93
179927	01/09/2024	Dental Insurance	\$96.83	\$96.83	60-61-00-5124	Employer Contr. Health Insurance		\$33.90
						<i>Totals:</i>		\$96.83

# 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
Plum Creek Water Reclamation	Computer Check 28377	01/17/2024	01/17/2024	\$62,423.33	10-00-00-1127	Citywide Bank	\$0.00	\$62,423.33
			Not yet posted		10-00-60-1990	Category Cash	\$62,423.33	\$0.00
					60-00-00-2100	Accounts Payable Co	\$62,423.33	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$62,423.33
<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>
RCPN1223	01/01/2024	Pond 16- December	\$2,083.33	\$2,083.33	60-60-00-5205	Reuse Pumping		\$2,083.33
							<i>Totals:</i>	\$2,083.33
CPNMD1223	01/02/2024	Wastewater Treatment	\$60,340.00	\$60,340.00	60-61-00-5167	PCWRA Sewer Fees		\$60,340.00
							<i>Totals:</i>	\$60,340.00
PURCHASE POWER	Computer Check 28378	01/17/2024	01/17/2024	\$500.00	10-00-00-1127	Citywide Bank	\$0.00	\$500.00
			Not yet posted		10-00-60-1990	Category Cash	\$500.00	\$0.00
					60-00-00-2100	Accounts Payable Co	\$500.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$500.00
<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>
8000-9090-0231-7639	01/11/2024	Postage Meter Refill	\$500.00	\$500.00	60-60-00-5221	Postage & Freight		\$325.00
8000-9090-0231-7639	01/11/2024	Postage Meter Refill	\$500.00	\$500.00	60-61-00-5221	Postage & Freight		\$175.00
							<i>Totals:</i>	\$500.00
QP Services LLC	Computer Check 28379	01/17/2024	01/17/2024	\$68,994.67	10-00-00-1127	Citywide Bank	\$0.00	\$68,994.67
			Not yet posted		10-00-60-1990	Category Cash	\$68,994.67	\$0.00
					60-00-00-2100	Accounts Payable Co	\$68,994.67	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$68,994.67
<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>
PJINV000851	12/31/2023	LS 5- Vac Trucks w/ Crt	\$4,193.75	\$4,193.75	60-61-00-5360	Collection - Station Jetting		\$4,193.75
							<i>Totals:</i>	\$4,193.75
PJINV000853	12/31/2023	Daniels Park Rd CCTV	\$12,949.75	\$12,949.75	60-61-00-5360	Collection - Station Jetting		\$12,949.75
							<i>Totals:</i>	\$12,949.75
PJINV0000001	01/05/2024	2023 MH Rehab	\$51,851.17	\$51,851.17	60-61-00-5370	Collection - Repair and Maintena		\$51,851.17
							<i>Totals:</i>	\$51,851.17
RubinBrown LLP	Computer Check 28380	01/17/2024	01/17/2024	\$3,000.00	10-00-00-1127	Citywide Bank	\$0.00	\$3,000.00
			Not yet posted		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>
985842	12/31/2023	2022 Audit	\$3,000.00	\$3,000.00	60-60-00-5146	Audit		\$1,950.00
985842	12/31/2023	2022 Audit	\$3,000.00	\$3,000.00	60-61-00-5146	Auditing		\$1,050.00

# 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		
							<i>Totals:</i>	\$3,000.00
Sensus USA	Computer Check 28381	01/17/2024	01/17/2024 Not yet posted	\$1,949.94	10-00-00-1127	Citywide Bank	\$0.00	\$1,949.94
					10-00-60-1990	Category Cash	\$1,949.94	\$0.00
					60-00-00-2100	Accounts Payable Co	\$1,949.94	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$1,949.94
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		
ZA 23024100	12/21/2023	Annual Software Supp	\$1,949.94	\$1,949.94	60-60-00-5166	Software Support		
							<i>Totals:</i>	\$1,949.94
Seter & Vander Wall P.C.	Computer Check 28382	01/17/2024	01/17/2024 Not yet posted	\$5,551.63	10-00-00-1127	Citywide Bank	\$0.00	\$5,551.63
					10-00-60-1990	Category Cash	\$5,551.63	\$0.00
					60-00-00-2100	Accounts Payable Co	\$5,551.63	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$5,551.63
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		
86629	12/31/2023	Legal Service- Decemb	\$5,551.63	\$5,551.63	60-60-00-5163	Legal Services		
86629	12/31/2023	Legal Service- Decemb	\$5,551.63	\$5,551.63	60-61-00-5163	Legal Services		
							<i>Totals:</i>	\$5,551.63
SRH Cleaning Services LLC	Computer Check 28383	01/17/2024	01/17/2024 Not yet posted	\$2,500.00	10-00-00-1127	Citywide Bank	\$0.00	\$2,500.00
					10-00-60-1990	Category Cash	\$2,500.00	\$0.00
					60-00-00-2100	Accounts Payable Co	\$2,500.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$2,500.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		
1047	01/17/2024	WTP Cleaning	\$2,500.00	\$2,500.00	60-60-00-5330	Water Treatment Plant R&M		
							<i>Totals:</i>	\$2,500.00
Well Augmentation Subdistrict	Computer Check 28384	01/17/2024	01/17/2024 Not yet posted	\$1,300.00	10-00-00-1127	Citywide Bank	\$0.00	\$1,300.00
					10-00-60-1990	Category Cash	\$1,300.00	\$0.00
					60-00-00-2100	Accounts Payable Co	\$1,300.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$1,300.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		
1017	01/02/2024	2024 Assessment	\$1,300.00	\$1,300.00	60-60-00-5311	Ditch Operating Assessments		
							<i>Totals:</i>	\$1,300.00
360 Underground Ltd	Computer Check 28385	01/17/2024	01/17/2024 Not yet posted	\$2,750.00	10-00-00-1127	Citywide Bank	\$0.00	\$2,750.00
					10-00-60-1990	Category Cash	\$2,750.00	\$0.00
					60-00-00-2100	Accounts Payable Co	\$2,750.00	\$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
					60-00-10-1990	Cash Allocation	\$0.00	\$2,750.00
<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>
23334	01/08/2024	Locate Service- Decem	\$2,750.00	\$2,750.00	60-60-00-5361	Underground Utility Locates		\$2,750.00
						<i>Totals:</i>		\$2,750.00
360 Underground Ltd	Computer Check - vo 28363	01/17/2024	01/17/2024 Do not post	\$2,750.00	10-00-00-1127	Citywide Bank	\$0.00	\$2,750.00
					10-00-60-1990	Category Cash	\$2,750.00	\$0.00
					60-00-00-2100	Accounts Payable Co	\$2,750.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$2,750.00
<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>
23334	01/08/2024	Locate Service- Decem	\$2,750.00	\$2,750.00	60-60-00-5361	Underground Utility Locates		\$2,750.00
						<i>Totals:</i>		\$2,750.00
		<b>Grand Totals:</b>		\$2,286,569.97			\$4,517,814.26	\$4,517,814.26
		A total of 107 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	\$0.00	\$2,286,569.97
10-00-00-2100	Accounts Payable Control	\$55,325.68	\$55,325.68
10-00-00-2110	Misc. Accounts Payable	\$859.50	\$0.00
10-00-00-5123	Workman Comp Insurance	\$514.00	\$0.00
10-00-00-5124	Employer Contr. Health Insurance	\$121.73	\$0.00
10-00-00-5145	Accounting and Payroll	\$22,837.76	\$0.00
10-00-00-5146	Auditing	\$11,000.00	\$0.00
10-00-00-5163	Legal Services	\$15,082.36	\$0.00
10-00-00-5166	Software Support	\$1,816.56	\$0.00
10-00-00-5201	Telephone	\$166.94	\$0.00
10-00-00-5202	Building Utilities	\$544.34	\$0.00
10-00-00-5204	Trash Removal	\$359.50	\$0.00
10-00-00-5221	Postage & Freight	\$53.94	\$0.00
10-00-00-5222	Printing & Copying	\$470.00	\$0.00
10-00-00-5229	Building Cleaning Expenses	\$1,072.65	\$0.00
10-00-00-5230	Miscellaneous Expenses	\$248.16	\$0.00
10-00-00-5310	Building R & M	\$142.00	\$0.00
10-00-60-1990	Category Cash	\$2,231,244.29	\$2,230,524.29
10-20-00-5124	Employer Contr. Health Insurance	\$36.24	\$0.00
60-00-00-1000	Current Assets	\$8,637.94	\$0.00
60-00-00-2100	Accounts Payable Control	\$2,230,524.29	\$2,230,524.29
60-00-10-1990	Cash Allocation	\$0.00	\$2,231,244.29
60-60-00-4409	Refunds	\$720.00	\$0.00
60-60-00-5124	Employer Contr. Health Insurance	\$392.39	\$0.00
60-60-00-5145	Accounting and Payroll	\$36,786.74	\$0.00
60-60-00-5146	Audit	\$17,196.73	\$0.00
60-60-00-5147	Operations Staffing Contract	\$18,980.00	\$0.00
60-60-00-5163	Legal Services	\$3,608.56	\$0.00
60-60-00-5165	Engineering Services Reimbursable	\$632.74	\$0.00
60-60-00-5166	Software Support	\$2,973.89	\$0.00
60-60-00-5167	Professional Services - Water Rights	\$11,332.25	\$0.00
60-60-00-5169	Communications - Public Outreach	\$11,902.16	\$0.00
60-60-00-5175	Engineering	\$2,149.09	\$0.00
60-60-00-5201	Telephone/Alarms	\$1,550.23	\$0.00
60-60-00-5202	Electricity & Natural Gas	\$316.83	\$0.00
60-60-00-5204	Trash Removal	\$230.05	\$0.00
60-60-00-5205	Reuse Pumping	\$4,864.04	\$0.00
60-60-00-5206	Electricity for Well Pumping	\$2,673.96	\$0.00
60-60-00-5207	Electricity for WTP	\$3,487.36	\$0.00

## Castle Pines North Metro. District

### Cash Disbursement Journals

60-60-00-5208	Electricity for Booster Pump Station	\$1,388.17	\$0.00
60-60-00-5218	Professional Memberships/Subscriptions	\$170.95	\$0.00
60-60-00-5219	Professional Education/Conferences	\$55.35	\$0.00
60-60-00-5220	Insurance Property & Liability	\$70,558.80	\$0.00
60-60-00-5221	Postage & Freight	\$377.65	\$0.00
60-60-00-5222	Printing & Copying	\$1,068.00	\$0.00
60-60-00-5223	Operating Supplies	\$31.39	\$0.00
60-60-00-5226	Water Meters	\$1,777.56	\$0.00
60-60-00-5229	Building Cleaning Expenses	\$497.25	\$0.00
60-60-00-5230	Miscellaneous Expenses	\$526.50	\$0.00
60-60-00-5236	Small Tools	\$83.25	\$0.00
60-60-00-5311	Ditch Operating Assessments	\$42,880.00	\$0.00
60-60-00-5316	Ditch/Land Rights Operating Expenses	\$2,166.74	\$0.00
60-60-00-5330	Water Treatment Plant R&M	\$37,095.44	\$0.00
60-60-00-5360	Water Distribution R&M	\$163,078.58	\$0.00
60-60-00-5361	Underground Utility Locates	\$12,682.78	\$0.00
60-60-00-5374	Centennial Delivery Charges	\$122,495.17	\$0.00
60-60-00-5400	Professional Svcs - Water Rights Hamre,	\$1,579.10	\$0.00
60-60-00-5417	Professional Svcs - Backflow Program	\$66,947.50	\$0.00
60-60-00-7725	Chatfield Res. Mitigation Co.	\$90,540.00	\$0.00
60-60-00-7740	Araphoe Wells Major Repairs	\$471,800.00	\$0.00
60-60-00-7746	Waterline Replacement	\$2,420.15	\$0.00
60-60-00-7754	Backwash Reclaim Tank Upgrade	\$48,411.05	\$0.00
60-60-00-7755	WTP Site Plan / O&M Manual Developm	\$62,936.20	\$0.00
60-60-00-7756	WTP Filter Rehabilitation Program	\$4,010.88	\$0.00
60-60-00-7757	WTP Process Tank Rehab	\$257,871.46	\$0.00
60-60-00-7758	WTP HVAC	\$18,491.17	\$0.00
60-60-00-7760	Well Control Vault Rehab Program	\$28,994.21	\$0.00
60-60-00-7766	Waste Water - Lift Station Renovations	\$87,816.38	\$0.00
60-60-00-7767	Monarch Waterline Replacement Project	\$43,439.74	\$0.00
60-60-00-7768	Yorkshire Water Line Replacement Proje	\$3,342.37	\$0.00
60-61-00-5124	Employer Contr. Health Insurance	\$241.46	\$0.00
60-61-00-5145	Accounting and Payroll	\$17,412.60	\$0.00
60-61-00-5146	Auditing	\$1,050.00	\$0.00
60-61-00-5147	Operations Staffing Contract	\$25,466.73	\$0.00
60-61-00-5163	Legal Services	\$1,943.07	\$0.00
60-61-00-5164	Engineering Services	\$11,505.60	\$0.00
60-61-00-5165	Engineering Svcs Reimbursable	\$1,402.35	\$0.00
60-61-00-5166	Software Support	\$525.00	\$0.00
60-61-00-5167	PCWRA Sewer Fees	\$122,137.00	\$0.00
60-61-00-5169	Communications - Public Outreach	\$6,538.00	\$0.00
60-61-00-5201	Telephone/Alarms	\$208.66	\$0.00

## Castle Pines North Metro. District Cash Disbursement Journals

60-61-00-5202	Electricity & Natural Gas	\$170.59	\$0.00
60-61-00-5204	Trash Removal	\$123.86	\$0.00
60-61-00-5209	Electricity for Wastewater Pumping	\$7,958.90	\$0.00
60-61-00-5218	Prof Memberships/Subscr	\$92.05	\$0.00
60-61-00-5219	Professional Education & Conferences	\$26.85	\$0.00
60-61-00-5220	Property & Liability Insurance	\$37,993.20	\$0.00
60-61-00-5221	Postage & Freight	\$203.35	\$0.00
60-61-00-5222	Printing & Copying	\$774.50	\$0.00
60-61-00-5223	Operating Supplies	\$31.39	\$0.00
60-61-00-5229	Building Cleaning Expenses	\$267.75	\$0.00
60-61-00-5230	Miscellaneous Expenses	\$283.50	\$0.00
60-61-00-5236	Small Tools	\$287.45	\$0.00
60-61-00-5340	Lift Station - Repairs and Maintenance	\$9,741.00	\$0.00
60-61-00-5360	Collection - Station Jetting	\$27,811.80	\$0.00
60-61-00-5361	Underground Utility Locates	\$57.79	\$0.00
60-61-00-5370	Collection - Repair and Maintenance	\$79,093.43	\$0.00
60-61-00-5400	Collection - Emergency Response	\$29,751.77	\$0.00
60-61-00-7766	Waste Water - Lift Station Renovations	\$71,716.56	\$0.00
60-62-00-1125	ColoTrust Funds	\$23.06	\$0.00
60-62-00-5145	Accounting and Payroll	\$2,283.77	\$0.00
60-62-00-5222	Printing & Copying	\$152.50	\$0.00

# Accounts Receivable Summary

From 12/01/2023 Through 12/31/2023

<u>OPEN BALANCE</u>				<u>Balance</u>		
	762,151.96			762,151.96		
<u>MONTHLY-Adjustment</u>	<u>Amount</u>	<u>Usage</u>		<u>Count</u>		
WATER	-5,762.81	0.00		20		
CUST CHG WTR	-21.50	0.00		2		
CUST CHG SWR	-28.50	0.00		2		
WAT.Penalty	-25.00	0.00		1		
***Total Adjustment	-5,837.81	0.00		25		
<u>MONTHLY-Charge</u>	<u>Minimum</u>	<u>Overage</u>	<u>Usage</u>	<u>Count</u>	<u>Total</u>	
WATER	0.00	99,627.58	17,116,000.00	4,037	99,627.58	855,941.73
SEWER	0.00	133,734.68	19,062,260.00	3,936	133,734.68	989,676.41
CAP MAINT WT	149,865.91	0.00	0.00	4,035	149,865.91	1,139,542.32
CUST CHG WTR	47,983.56	0.00	0.00	4,035	47,983.56	1,187,525.88
CUST CHG SWR	56,735.08	0.00	0.00	3,935	56,735.08	1,244,260.96
***Total Charge	254,584.55	233,362.26	36,178,260.00	19,978	487,946.81	
<u>MONTHLY-Penalty</u>	<u>Amount</u>			<u>Count</u>		
WATER	3,000.00			120		
SEWER	100.00			124		
CAP MAINT WT	0.00			124		
CUST CHG WTR	0.00			124		
CUST CHG SWR	0.00			124		
***Total Penalty	3,100.00			616		
<u>MONTHLY-Miscellaneous</u>	<u>Amount</u>			<u>Count</u>		
WATER Miscellaneous	12.00			1		
***Total Miscellaneous	12.00			1		
<u>MONTHLY-Payment</u>	<u>Amount</u>			<u>Count</u>		
WATER	-279,117.76			3,638		

WATER Miscellaneous	-24.00		968,231.20
SEWER	-131,726.42	3,527	836,504.78
CAP MAINT WT	-147,782.27	3,613	688,722.51
CUST CHG WTR	-46,863.13	3,562	641,859.38
CUST CHG SWR	-55,066.21	3,446	586,793.17
WAT.Penalty	-2,534.49		584,258.68
SEW.Penalty	-50.00		584,208.68
***Total Payments	<u>-663,164.28</u>	<u>17,786</u>	

<u>MONTHLY-Return Check</u>	<u>Amount</u>	<u>Count</u>	<u>Balance</u>
WATER	14.91	1	584,223.59
SEWER	16.14	1	584,239.73
CAP MAINT WT	31.05	1	584,270.78
CUST CHG WTR	11.75	1	584,282.53
CUST CHG SWR	14.25	1	584,296.78
***Total Return Check	<u>88.10</u>	<u>5</u>	

<u>MONTHLY-Refund</u>	<u>Amount</u>	<u>Count</u>	
WATER	720.00	1	585,016.78
***Total Refund	<u>720.00</u>	<u>1</u>	

**Closing Balance**      585,016.78

**DRAFT**

**RESOLUTION ( \_\_\_\_\_ ) TO AMEND 2022 BUDGET  
CASTLE PINES NORTH METROPOLITAN DISTRICT**

WHEREAS, the Board of Directors of the **CASTLE PINES NORTH METROPOLITAN DISTRICT** appropriated funds for the fiscal year 2022 as follows:

General Fund	\$ 4,909,839
2015 COPS Fund	\$ -0-
Enterprise Funds	\$ 35,370,964

; and

WHEREAS, the necessity has arisen for additional expenditures or appropriations requiring the expenditure of funds in excess of those appropriated for the fiscal year 2022; and

WHEREAS, the expenditures are a contingency which could not have been reasonably foreseen at the time of adoption of the budget; and

WHEREAS, the necessity has arisen for additional appropriations and expenditures of funds as reflected by satisfactory evidence presented to the Board of Directors at this meeting and set out in the amended budget attached hereto as **Exhibit A**; and

WHEREAS, funds are available for such expenditures from revenue funds available to the District; and

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget amendment was available for inspection by the public at a designated public office, a public hearing was held on January 22, 2024, and interested electors were given the opportunity to file or register any objections to said proposed budget amendment.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the **CASTLE PINES NORTH METROPOLITAN DISTRICT** shall, and hereby does, amend the budget for the fiscal year 2022 as follows:

General Fund	\$ 13,041,609
2015 COPS Fund	\$ 19,135,400

BE IT FURTHER RESOLVED, that such sums are hereby appropriated from the revenues of the District to the Funds referenced above for the purposes stated.

Adopted this 22nd day of January, 2024.

**CASTLE PINES NORTH  
METROPOLITAN DISTRICT**

By: \_\_\_\_\_  
Jason Blackaert, President

ATTEST:

\_\_\_\_\_  
Tera Radloff, Secretary/Treasurer



**EXHIBIT A**

**(Amended Budget for Fiscal Year 2022)**

**EXHIBIT A**

**CASTLE PINES NORTH METROPOLITAN DISTRICT  
GENERAL FUND  
2022 BUDGET AMENDMENT**

	<b>BUDGET AMOUNTS</b>	
	<b>ADOPTED</b>	<b>AMENDED</b>
<b>REVENUES</b>		
Property taxes	\$ 3,331,110	\$ 3,331,110
Specific ownership taxes	266,489	266,489
Conservation Trust Fund	46,000	46,000
Farmland revenue	-	23,000
Lease income	74,441	99,000
Oil royalty income	25,000	44,000
Interest	5,200	62,000
Miscellaneous	20,000	36,000
<b>Total revenues</b>	<u>3,768,240</u>	<u>3,907,599</u>
<b>EXPENDITURES</b>		
<b>General government</b>		
Salaries and wages	395,691	395,691
Employee benefits and taxes	211,568	211,568
Accounting, audit and legal	226,500	226,500
Other professional services	163,067	163,067
Utilities	43,670	43,670
Insurance	49,696	49,696
County treasurer fees	49,967	49,967
Memberships, training and subscriptions	8,300	8,300
Other office expenses	41,450	41,450
Repairs and maintenance	47,500	47,500
<b>Subtotal - general</b>	<u>1,237,409</u>	<u>1,237,409</u>
<b>Parks and open space</b>		
Landscape maintenance	295,000	295,000
Landscape supplies	15,000	15,000
Repairs and maintenance	564,000	343,000
Utilities	482,500	947,000
Park services	29,200	29,200
<b>Subtotal - parks and open space</b>	<u>1,385,700</u>	<u>1,629,200</u>
<b>Capital outlay</b>	<u>2,286,730</u>	<u>325,000</u>
<b>Total expenditures</b>	<u>4,909,839</u>	<u>3,191,609</u>
<b>Excess of revenues over (under) expenditures</b>	<u>(1,141,599)</u>	<u>715,990</u>
<b>Other financing sources (uses)</b>		
Proceeds from sale of water rights	-	9,230,000
Transfers out, base rental expense	-	(9,850,000)
<b>Total other financing sources (uses)</b>	<u>-</u>	<u>(620,000)</u>
<b>NET CHANGE IN FUND BALANCE</b>	(1,141,599)	95,990
<b>BEGINNING FUND BALANCE</b>	<u>15,833,798</u>	<u>7,458,835</u>
<b>ENDING FUND BALANCE</b>	<u><b>\$ 14,692,199</b></u>	<u><b>\$ 7,554,825</b></u>

EXHIBIT A

CASTLE PINES NORTH METROPOLITAN DISTRICT  
2015 COPS FUND  
2022 BUDGET AMENDMENT

	BUDGET AMOUNTS	
	ADOPTED	AMENDED
<b>REVENUES</b>		
Interest	\$ -	\$ 25
<b>Total revenues</b>	<u>-</u>	<u>25</u>
<b>EXPENDITURES</b>		
Principal	-	18,805,000
Interest and fees	-	330,400
<b>Total expenditures</b>	<u>-</u>	<u>19,135,400</u>
<b>EXCESS OF EXPENDITURES OVER REVENUES</b>	<u>-</u>	<u>(19,135,375)</u>
<b>Other financing sources</b>		
Transfers in, base rental expense	-	19,135,375
<b>Total other financing sources</b>	<u>-</u>	<u>19,135,375</u>
<b>NET CHANGE IN FUND BALANCE</b>	-	-
<b>BEGINNING FUND BALANCE</b>	<u>-</u>	<u>-</u>
<b>ENDING FUND BALANCE</b>	<u>\$ -</u>	<u>\$ -</u>



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CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS CONSULTANTS

January 22, 2024

Mr. Nathan Travis  
Castle Pines North Metropolitan District  
7404 Yorkshire Drive  
Castle Pines, Colorado 80108

Dear Nathan:

We appreciate the opportunity to be of service to Castle Pines North Metropolitan District. This letter ("Letter") sets forth the services that RubinBrown LLP ("RubinBrown") will provide for you. In order to better understand each party's obligations, the terms "we," "us," and "our" refer to RubinBrown and the terms "you," "your" and "management" refer to Castle Pines North Metropolitan District. Your engagement of RubinBrown will be governed by the terms of this Letter and the attached RubinBrown LLP Engagement Terms.

### Scope of Services

We are pleased to confirm our understanding of the services we are to provide Castle Pines North Metropolitan District for the year ended December 31, 2023. We will audit the financial statements of the governmental activities, the business-type activities, and each major fund, including the related notes to the financial statements which collectively comprise the basic financial statements of Castle Pines North Metropolitan District as of and for the year ended December 31, 2023. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Castle Pines North Metropolitan District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Castle Pines North Metropolitan District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- Schedule of the District's Proportionate Share of the Net Pension Liability
- Schedule of Revenues, Expenditures and Changes in Fund Balance (Budget and Actual)  
- General Fund
- Schedule of District Contributions - Cost-Sharing Defined Benefit Plan

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

- Schedule of Revenues, Expenditures and Changes in Fund Balance (Budget and Actual)  
- Enterprise Funds

### **Audit Objective**

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditors' report that includes our opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the supplementary information referred to above when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Our audit will be conducted in accordance with GAAS and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of your financial statements. Our report will be addressed to those responsible for governance of Castle Pines North Metropolitan District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

### **Audit Procedures — General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements and determining whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. GAAS requires that we plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that material misstatements exist and will not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or government regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories (if applicable), and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about your ability to continue as a going concern for a reasonable period of time.

Russell White will serve as the partner responsible for the overall supervision of the audit engagement and for authorizing the Firm's signature on the audit report letter.

### **Audit Procedures - Internal Control**

We will obtain an understanding of the entity and its environment, including internal control relevant to the audit, sufficient to assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

### **Audit Procedures — Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Castle Pines North Metropolitan District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Management Responsibilities**

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You are responsible for making all management decisions and performing all management functions relating to the financial statements and related notes and for accepting full responsibility for such decisions. If you have requested our assistance with the preparation of the financial statements and related notes, you will be required to acknowledge in a written representation letter our assistance with such preparation and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee our assistance with the preparation of your financial statements and related notes (if applicable), preparation of net pension asset/liability adjustments, and any other nonattest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Castle Pines North Metropolitan District and the respective changes in financial position and where applicable, cash flows, in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements (whether obtained from within or outside of the general and subsidiary ledgers) such as financial records, documentation, and identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

We are not responsible for electronically hosting, storing or maintaining any of your original financial or non-financial information (or sole copies). You are expected to retain all financial and non-financial information including, but not limited to, anything you upload to a portal and are responsible for downloading and retaining anything we upload to a portal or transmit to you in a different manner. Portals are only meant as a method of transferring data and are not intended for the storage of your information.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

Those charged with governance and management are solely responsible for (i) the preparation and fair presentation of the Financial Statements including the related footnotes (ii) selecting and applying sound accounting principles, (iii) designing, implementing, and maintaining adequate internal controls relevant to the preparation and fair presentation of Financial Statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities, (iv) preventing and detecting fraud, (v) adjusting the Financial Statements to correct material misstatements, and (vi) affirming to RubinBrown in a written representation letter that the effects of any uncorrected misstatements aggregated by RubinBrown during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the Financial Statements taken as a whole. You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited Financial Statements with any presentation of the supplementary information that includes our report thereon. If the supplementary information is issued separately from the audited Financial Statements that contain our report on supplementary information, you agree to make those audited Financial Statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon.



As a condition of our engagement, management agrees to sign a written representation letter attesting to the completeness and truthfulness of representations and disclosures made to us during the course of our work, and you acknowledge and understand your responsibility to include required representations regarding supplementary information in the written representation letter.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

### **Engagement Administration, Timing and Fees**

Our fee for our Attest Services will be between \$46,000 and \$49,000, plus out-of-pocket expenses, technology and administrative fees. Additionally, the fees are based upon anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. Unexpected circumstances in an audit engagement would be untimely/delayed delivery of requested items by your team, receipt of supporting schedules that do not properly reconcile to account balances, technical topics and implementation of GASB standards outside of the scope of the audit, and/or District employee turnover. If additional fees are necessary, we will bill for the additional hours at a rate of \$215 an hour and discuss the accounting assistance needed with your team and work closely with you to structure our work to ensure that it is completed in a cost-effective manner.

### **Engagement Terms**

Attached is an additional statement of terms regarding our engagement titled, RubinBrown LLP Engagement Terms (hereinafter "RubinBrown Engagement Terms"). The RubinBrown Engagement Terms are hereby incorporated by reference and the contents of this Letter should be construed in accordance with the terms set forth therein, unless expressly stated otherwise in this Letter. When construing or interpreting the contents of this Letter or the terms of our engagement, the RubinBrown Engagement Terms will govern. To the extent any apparent or actual contradiction may exist, the RubinBrown Engagement Terms will be deemed controlling and will supersede any such statement contained herein, unless expressly stated otherwise in the provision or portion of this Letter at issue.

### **Conclusion**

We appreciate the opportunity to be of service to you. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this Letter and the RubinBrown Engagement Terms, please sign the enclosed copy and return it to us. By signing the enclosed copy of this Letter, you acknowledge that you have read, understood and agreed to the terms as set forth in this Letter and in the RubinBrown Engagement Terms.

**THIS CONTRACT CONTAINS A BINDING ARBITRATION PROVISION WHICH MAY BE ENFORCED BY THE PARTIES.**

Sincerely,

RubinBrown LLP



Russell White, CPA, MBA  
Partner  
Direct Dial Number: 303.952.1247  
Email: russell.white@rubinbrown.com

Attachment(s):  
Exhibit A - RubinBrown LLP Engagement Terms

By signing below, the signatory further represents and warrants that she/he is authorized to approve the terms of this engagement on behalf of Castle Pines North Metropolitan District.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Mr. Nathan Travis

DRAFT

## EXHIBIT A - RUBINBROWN LLP ENGAGEMENT TERMS

These Engagement Terms (the "Terms") and the engagement letter (the "Letter") incorporating the Terms (the Terms and Letter are hereinafter collectively referred to as the "Agreement"), entered into by and between RubinBrown LLP ("RubinBrown") and Client, set forth the terms and conditions of RubinBrown's engagement with Client (the "Engagement"). These Terms shall also apply to any additional work that Client requests RubinBrown to perform unless a separate engagement letter is entered into by and between RubinBrown and Client for such additional work.

**1. Agreed Upon Scope of Work/Services.** RubinBrown shall be obligated only for the work product and deliverables specified in the Letter (the "Services"), and only for changes in such scope that are set forth in writing and duly executed by the parties hereto. Unless expressly provided for in the Letter, RubinBrown's Services do not include giving testimony, appearing or participating in any discovery proceedings, administrative hearings, court, or other legal or regulatory inquiries or proceedings and, in the event RubinBrown later agrees to perform such additional services, RubinBrown will charge and Client shall pay RubinBrown's customary fee for such services pursuant to RubinBrown's billing terms as outlined in paragraph 3 herein.

**2. Period Covered/Term and Termination.** This engagement letter covers the period beginning on the date the described Services begin (the "Effective Date") and ending on the date all such Services have been completed unless earlier terminated pursuant to these Terms. Either party may terminate this Agreement, for any reason, without penalty, on thirty (30) days' written notice to the other party or may terminate immediately for material breach of the other party on written notice to the other party. RubinBrown may also immediately terminate this Agreement or any separate engagement letter in whole or in part or decline to perform certain tasks if information comes to RubinBrown's attention indicating that performing such tasks could cause RubinBrown to be in violation of any applicable law, regulations or standards, to be in a conflict of interest or to suffer reputational damage.

**3. Billing Terms.** Invoices will be rendered monthly and presented to you for Services performed in the prior month and are due and payable within thirty (30) days of the date of the billing statement. We reserve the right to suspend or terminate further Services until payment is received on all invoices that are not paid in full within thirty (30) days of the date of the billing statement. In the event that we suspend or terminate this Engagement as a result of non-payment, you agree that we will not be responsible for your failure to meet government or other filing deadlines, or for penalties, losses, damages of any nature, or interest that may be assessed against you resulting from your failure to meet said deadlines. A one and a half percent (1½%) per month service charge will be added to balances remaining unpaid sixty (60) days or more after the invoice date. Client agrees that in the event Client fails to make any payment when due hereunder, RubinBrown may immediately terminate this Agreement or any separate engagement letter or statement of work and/or withhold delivery of any complete or incomplete Services. RubinBrown shall be entitled to recover all costs including reasonable attorney's fees incurred in furtherance of collecting such past due payments whether or not arbitration is filed.

**4. Client's Cooperation, Participation, Representations and Warranties.** While RubinBrown may from time to time suggest various options that may be available to Client and further give its professional evaluation of each of these options, Client must make the ultimate decision as to which, if any, of these options to implement. Client shall be solely responsible for applying independent business judgment with respect to RubinBrown's Services, work product and/or deliverables (including decisions regarding implementation or other further course(s) of action) and shall be solely and exclusively responsible for such decisions. Client warrants that RubinBrown shall be entitled to rely on all decisions and approvals of Client (and its counsel). Except as specifically provided in the Letter, Client further represents and warrants that RubinBrown shall be entitled to rely on the accuracy and completeness of all information provided by Client and that Client has maintained all books and records provided to RubinBrown in good order. Client agrees that RubinBrown has no duty to verify the accuracy or completeness of information provided by Client.

**5. Access to Resources and Information.** Unless specified herein as the responsibility of RubinBrown to provide, Client shall obtain for RubinBrown, on a timely basis, any internal and third-party

permissions, licenses or approvals that are required for RubinBrown to perform the Services contemplated hereunder (including the use of any necessary software or data). Client shall also provide RubinBrown with such information, signoffs and assistance as may be necessary for RubinBrown to perform the Engagement or as RubinBrown may reasonably request. Delays by Client in providing RubinBrown with requested information or in providing inconsistent, disorganized, or missing information may result in additional fees.

**6. Record Retention.** Pursuant to RubinBrown's record retention policy, at the conclusion of this Engagement, RubinBrown may retain copies of the records supplied to RubinBrown by Client and RubinBrown will return all such original records to the Client. Copies of the Client's records and any subsequent files created by RubinBrown (collectively "Work Papers") are RubinBrown's property and are not a substitute for the Client's own records. Client shall be responsible for retaining and maintaining records of its operations and records required to backup and support the Client's financial reports and tax returns. RubinBrown will destroy all pertinent Work Papers after a retention period of seven (7) years, after which time these items will no longer be available ("Record Retention Period"). RubinBrown shall not be obligated to destroy any Confidential Information created electronically pursuant to automatic or ordinary course archiving, back-up, security or disaster recovery systems or procedures. Catastrophic events or physical deterioration may result in RubinBrown's records being unavailable. RubinBrown's email retention policy is eighteen (18) months, after which time emails will no longer be available ("Email Retention Period").

**7. Confidentiality.** RubinBrown shall maintain the confidentiality of Client information, which is of a confidential nature ("Confidential Information"), using the same degree of care it uses in maintaining its own confidential information, but no less than reasonable care. Confidential Information means all Client information or material of Client, whether revealed orally, visually, or in tangible or electronic form, that is competitively sensitive material not generally known to the public that relates to the business of Client, or any of their respective interest holders, unless such information (i) was already rightfully known to RubinBrown at the time of disclosure by disclosing Party; (ii) is in or has entered the public domain through no breach of this Agreement or other wrongful act of RubinBrown; (iii) has been rightfully received by RubinBrown from a third party not under obligation of confidentiality to Client and without breach of this Agreement; or (iv) is independently developed by RubinBrown without reference or reliance on any confidential information of Client. Nothing herein shall preclude RubinBrown from disclosing Confidential Information to RubinBrown's attorneys, advisors, insurers, experts, or agents who agree to maintain the confidentiality of such information, with or without notice to Client. If any Confidential Information is sought by a validly issued subpoena or otherwise required by law, then the provisions of paragraph 9 herein shall apply.

In the course of providing professional Services to Client in connection with this engagement, RubinBrown may require the assistance of third party professional service providers with specialized capabilities or expertise. RubinBrown uses commercially reasonable means to confirm that third party professional service providers utilize commercially reasonable means to protect confidential information and Client hereby consents to the use of third-party vendors.

Except as otherwise specifically provided herein or as required by law, including any applicable open records law, Client shall at no time disclose any of RubinBrown's Services, fees, and other confidential material, including but not limited to internally developed financial models, or RubinBrown's role in the Engagement, to any third party (except to a government agency, to the extent such filing is an agreed objective of the Agreement, or as otherwise legally compelled) without RubinBrown's prior written consent through a release letter or equivalent in each case. Client's use of RubinBrown's Services hereunder (except for copies of filed tax returns) shall in any event be restricted to the stated purpose, if any, in the Letter and otherwise to Client's internal business use only. Client and RubinBrown each retains the right in any event to use the ideas, concepts, techniques, industry data and know-how used or developed in the course of the Engagement.

Notwithstanding anything herein to the contrary, (i) no term of the Agreement is intended to be, and shall not be construed to be, a condition of confidentiality as such term is used in Sections 6011, 6111 and 6112 of the Internal Revenue Code of 1986, as amended ("IRC"), the regulations thereunder and/or Section 10.35 of Treasury Department Circular 230 ("Circular 230"), (ii) Client is hereby authorized to disclose to

any and all persons, without any limitation of any kind, any aspect of any entity, plan, arrangement or transaction RubinBrown introduces, addresses or recommends, or with respect to which RubinBrown provides advice, consultation or Services pursuant to the Agreement, it being Client's duty to ascertain whether any additional authorization from any other person or entity is necessary or desirable, and (iii) there is no limitation imposed herein on any person or entity on disclosure of the tax treatment, tax structure or tax strategy of any transaction that is the subject of written advice (as defined in Circular 230) provided by RubinBrown pursuant to the Agreement.

RubinBrown is required to comply with certain peer review requirements in order to maintain its professional licensing. In complying with these peer review requirements certain confidential information may be disclosed to the reviewer. These peer reviews are only conducted by other qualified professionals who are subject to maintaining the confidentiality of information disclosed in the course of the review. Client consents to these confidential disclosures by RubinBrown and acknowledges they are not a violation of RubinBrown's obligation to maintain the confidentiality of information.

**8. Electronic Communications.** Except as instructed otherwise in writing, each party may assume that the other approves of electronic communications through encrypted or unencrypted wired or wireless email, cellular phones, voice over internet, electronic data/document web sites, portals, and/or other technology and voicemail communication of both confidential or sensitive and non-confidential or sensitive documents and other communications concerning the Engagement, as well as other means of communication used or accepted by the other. RubinBrown uses third party cloud-based services to process, transmit, store and access confidential and non-confidential client information regarding the representation of its clients. Accordingly, information regarding you and RubinBrown's Services may be transmitted to and from a third party cloud-based service providers in connection with this Agreement and Client hereby consents to RubinBrown's use of such third-party service providers.

**9. Subpoenas/Legal Orders for Client's Records and Information.** At any time during or after our Engagement, should RubinBrown receive a subpoena or other legal order from a Third Party seeking production of Client's records, documents, or Confidential Information, or testimony relating to RubinBrown's Engagement, RubinBrown will, to the extent permitted by law, notify Client as soon as practicable using the last contact information for Client known to RubinBrown. Upon such notification, should Client wish to take action to protect its records and/or its information from production in compliance with the subpoena, Client agrees to notify RubinBrown of Client's intent to take action to protect its records and/or its information from production within 3 business days after such notice or within 48 hours before the response is due, whichever is shorter and it shall be Client's obligation to take such action in compliance with applicable law, at Client's expense, using counsel of Client's choice. Irrespective of Client's decision regarding what action, if any, it intends to take to protect its records and information, RubinBrown shall have the right to engage its own counsel to assist and advise RubinBrown in coordinating with Client and/or Client's counsel in this regard, and/or in responding to the subpoena. If Client does not provide RubinBrown with notice of its intent to take action to protect its records and/or information, Client is deemed to not be asserting and/or to be waiving any accountant-client privilege and Client agrees that RubinBrown has the right to produce any and all records RubinBrown deems appropriate in compliance with the subpoena and law. Client shall reimburse RubinBrown, upon receipt of an appropriate invoice, for all of RubinBrown's internal and external costs and expenses in responding to any subpoena for Client's records, and/or providing testimony pursuant to such subpoena, including RubinBrown's reasonable and customary fees for such services, as well as its internal costs (employee time and expenses), external costs (copy services or other vendors), and reasonable attorneys' fees. For the avoidance of doubt, this provision survives any termination or expiration of this Agreement.

**10. Taxpayer Confidentiality Privileges: Use of Counsel.** The parties acknowledge that certain documents and other communications involving and/or disclosed to or by RubinBrown may be subject to one or more claims of privilege by or on behalf of Client (e.g., the attorney-client privilege, the accountant-client privilege, the IRC Section 7525 tax advisory privilege, etc.). Although Client is solely responsible for managing the recognition, establishment and maintenance (e.g., possible waiver) of these possible protections (and for involving legal counsel as it deems necessary), RubinBrown shall cooperate with Client's reasonable written instructions regarding such privileges.

11. **Management Dishonesty.** While RubinBrown will advise Client if RubinBrown discovers errors or irregularities, Client understands and agrees that Client cannot rely on RubinBrown to detect employee or management dishonesty, including, without limitation, fraud or embezzlement, unless specifically set forth in the Letter.
12. **External Factors; Standards of Performance.** Client acknowledges that the Engagement will involve analysis, judgment and other performance from time to time in a context where the participation of Client or others is necessary, where answers are often uncertain or unverifiable in advance and where facts and available information change with time. Accordingly, evaluation of RubinBrown's performance of its obligations shall be based solely on its substantial conformance with any standards or specifications expressly set forth in the Agreement and all applicable professional standards, any such nonconformance (and applicability) to be clearly and convincingly shown. If there are any changes in the relevant laws, regulations, industry, market conditions or other circumstances, including in the Client's own business practices, RubinBrown has no responsibility to advise Client of any such changes and Client acknowledges the need for it to re-evaluate RubinBrown's preceding Services.
13. **Conflicts of Interest; Non-Exclusivity.** Client acknowledges that RubinBrown is currently providing or may in the future provide services of the same or similar nature to other parties and the Client agrees that RubinBrown are not prevented or barred from rendering services of the same nature or a similar nature to any other individual or entity except as prevented by law or professional standards.
14. **Affiliates.** If the Letter provides that RubinBrown's Services may pertain not only to Client but also to a parent, subsidiaries, affiliates, advisors, contractors, family members, related trusts, partnerships, partners, estates or foundations, such Affiliates shall be bound by the terms of the Agreement. Client shall, as may be requested by RubinBrown from time to time (including subsequent to completion of the Engagement), obtain written confirmation of their agreement to the terms of the Agreement.
15. **Limitation of Liability.** The liability of RubinBrown (including its partners, employees, agents and affiliated companies) to Client (and any purported third-party beneficiaries, including Affiliates) for any claim or damages (including but not limited to incidental, special, exemplary, punitive, economic, or consequential), whether in contract, strict liability, tort (including but not limited to RubinBrown's negligence or fault, except that this provision does not purport to limit liability for RubinBrown's intentional/willful torts or for any other liabilities for which a limitation of liability is prohibited by Colorado law), or otherwise, arising out of, connected with, or resulting from RubinBrown's Services or the Engagement generally, shall not exceed all fees related to the Engagement giving rise to such claim paid by Client to RubinBrown, even if RubinBrown has been advised of the possibility of such claims or damages.
16. **Baker Tilly International.** RubinBrown is an independent member of Baker Tilly International. Baker Tilly International Limited is an English Company. Baker Tilly International provides no professional services to clients. Each of the member firm is a separate and independent legal entity and each describes itself as such. RubinBrown is not Baker Tilly International's agent and does not have authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, RubinBrown or any of the other independent member firms of Baker Tilly International has any liability for each other's acts or omissions. In addition, neither Baker Tilly International nor any other member has a right to exercise management control over any other member firm. RubinBrown shall in no event be held liable for any work or conduct (whether negligent, intentional, fraudulent, or otherwise) done by Baker Tilly International or any other member firm or any partner, officer, manager, personnel, affiliates, employees, or agent thereof. The name Baker Tilly and its associated logo is used under license from Baker Tilly International Limited.
17. **Indemnification.** Client agrees to release, indemnify, and hold RubinBrown, its partners, officers, managers, personnel, agents, employees, affiliated companies, successors and assigns harmless upon demand from any liability and costs, including attorneys' fees, resulting from any knowing misrepresentation of management or any intentional or negligent act or omission by Client. Client's obligation to indemnify shall survive until such time as all claims against RubinBrown are legally barred under all applicable statutes of limitation.

18. **Independent Contractor Status.** Each party is an independent contractor with respect to the other and shall not be construed as having an employment, partnership, trustee or fiduciary relationship.

19. **Assignments and Successors.** Neither party may assign any of its rights or benefits under the Agreement without the prior written consent of the other party. Subject to the preceding sentence, the Agreement will apply to, be binding in all respects upon, and inure to the benefit of the permitted successors, assigns, heirs, estates, and legal representatives of the parties. Notwithstanding the foregoing, RubinBrown may authorize and allow its affiliates and contractors to assist in performing the Engagement and to share in RubinBrown's rights hereunder, provided any such party shall commit (as applicable) to be bound by the restrictions set forth in the Agreement.

20. **No Third Party Rights.** Unless specifically set forth in the Letter or herein, nothing expressed or referred to in the Agreement will be construed to give any person, other than the parties to the Agreement, any legal or equitable right, remedy, claim, benefit, priority or interest under or with respect to the Agreement or any provision of the Agreement. Except as specifically provided in the Letter, the Agreement and any Services hereunder are for the sole and exclusive benefit of the Client and its permitted successors and assigns, and neither Client nor RubinBrown intends for RubinBrown's Services to be used by or to provide any benefit or guidance to any other persons.

21. **Mediation.** If Client (including any purported third-party beneficiaries, including Affiliates) is dissatisfied with the quality or timeliness of RubinBrown's Services, or believes such Services were in any way negligently performed, Client agrees to promptly notify RubinBrown in writing of its dissatisfaction and specifically set forth its complaints. If the parties are unable to resolve their differences within thirty (30) days after RubinBrown's receipt of Client's written notice, it is agreed that either party may invoke the services of an impartial mediator under the auspices of the commercial mediation rules of the American Arbitration Association, United States Arbitration and Mediation Service, or any other national neutral mediation service, at the election of the party who first requests mediation. It is agreed that no claim pertaining to the quality or timeliness and/or alleged negligence of RubinBrown's provided Services shall be arbitrated unless the foregoing procedures have first been followed and the mediator fails to settle the claim within thirty (30) days after the mediation process has concluded.

22. **BINDING ARBITRATION.** ANY AND ALL DISPUTES IN ANY WAY CONCERNING, ARISING OUT OF OR RELATED TO THE SERVICES PROVIDED BY RUBINBROWN PURSUANT TO THE AGREEMENT (INCLUDING SERVICES PERFORMED UNDER ANY PRIOR AGREEMENT) OR THE BUSINESS RELATIONSHIP ARISING OUT OF THE ENGAGEMENT OR ANY PRIOR ENGAGEMENT SHALL BE COMMITTED TO BINDING ARBITRATION BEFORE THE AMERICAN ARBITRATION ASSOCIATION ("AAA"), INCLUDING ANY DISPUTES INVOLVING PARTIES WHO ARE AFFILIATES OF CLIENT OR WHO ARE ALLEGED THIRD-PARTY BENEFICIARIES TO THIS AGREEMENT. THE ARBITRATOR, AND NOT ANY FEDERAL, STATE, OR LOCAL COURT OR AGENCY, SHALL HAVE EXCLUSIVE JURISDICTION TO RESOLVE ANY DISPUTES INVOLVING RUBINBROWN, AND IT IS THE INTENT OF THIS AGREEMENT THAT THIS GRANT OF JURISDICTION BE THE BROADEST ALLOWED BY LAW, AND THAT ANY DISPUTES REGARDING THE SCOPE OF THE ARBITRATOR'S JURISDICTION BE BOTH DECIDED BY THE ARBITRATOR AND RESOLVED IN FAVOR OF ARBITRATION, EXCEPT WHERE EXPRESSLY PROHIBITED BY APPLICABLE LAW. WITHOUT LIMITING THE FOREGOING, THE ARBITRATOR SHALL HAVE EXCLUSIVE JURISDICTION TO RESOLVE ANY DISPUTE RELATING TO THE INTERPRETATION, APPLICABILITY, ENFORCEABILITY OR FORMATION OF THIS AGREEMENT INCLUDING, BUT NOT LIMITED TO ANY CLAIM THAT ALL OR ANY PART OF THIS AGREEMENT WAS NOT AGREED TO, IS INVALID, OR IS VOID OR VOIDABLE. SUCH ARBITRATION SHALL BE CONDUCTED IN ACCORDANCE WITH THE AAA'S COMMERCIAL ARBITRATION RULES THEN IN EFFECT, AS MODIFIED BY THE PROVISIONS STATED HEREIN. THE LOCATION OF THE ARBITRATION SHALL BE IN THE DENVER METROPOLITAN AREA. THE PARTIES SHALL SELECT ONE ARBITRATOR, UNLESS THE AMOUNT OF ANY DEMAND OR COUNTERCLAIM IN THE ARBITRATION SHALL BE \$750,000 OR MORE, IN WHICH CASE THE PARTIES SHALL SELECT THREE ARBITRATORS. THE PARTIES SHALL HAVE THE RIGHT TO CONDUCT DISCOVERY IN THE ARBITRATION CONSISTENT WITH THAT

DISCOVERY PERMITTED BY THE FEDERAL RULES OF CIVIL PROCEDURE, WITH THE ARBITRATOR(S) TO DECIDE ANY DISCOVERY DISPUTES. ALL PROCEEDINGS CONDUCTED IN THE ARBITRATION, INCLUDING ANY DISCOVERY AND ANY ORDER ENTERED BY THE ARBITRATOR(S), SHALL BE STRICTLY CONFIDENTIAL. THE AWARD OF THE ARBITRATOR(S) SHALL BE FINAL, AND MAY BE CONFIRMED BY THE PARTIES IN THE DISTRICT COURT, CITY AND COUNTY OF DENVER, COLORADO, OR IN THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLORADO. THE PARTIES AGREE THAT ANY DISPUTE RESOLUTION PROCEEDINGS WILL BE CONDUCTED ONLY ON AN INDIVIDUAL BASIS AND NOT IN A CLASS, CONSOLIDATED OR REPRESENTATIVE ACTION. THE PARTIES EACH HEREBY WAIVE THE RIGHT TO PARTICIPATE IN ANY CLASS ACTION, REPRESENTATIVE ACTION, OR CONSOLIDATED ACTION, WHETHER IN COURT OR ARBITRATION.

23. **Covenant Not to Hire or Solicit Employees.** Client agrees that during the term of this Agreement, and for a period of one (1) year following the termination or expiration of this Agreement, Client shall not, directly or indirectly, hire, retain or engage, or offer to hire, retain or engage, or solicit for employment or other retention or engagement of services, or otherwise induce to leave RubinBrown, for the benefit of Client, any employee, consultant or contractor who is employed by, engaged by, or contracted with RubinBrown. Upon breach of this section, Client agrees to pay, upon demand, as liquidated damages, and not as a penalty, to RubinBrown, an amount equal to the annualized total gross compensation, as at the time of the breach, of the applicable RubinBrown employee, consultant, or contractor. This provision shall be without prejudice to RubinBrown's right to seek injunctive relief or other legal remedies. Notwithstanding the forgoing, this covenant shall not be applicable to hiring, offering to hire, or otherwise engaging pursuant to a response to a general advertisement by Client.

24. **Governing Law.** The Agreement will be deemed to be made, negotiated, and accepted in Colorado, governed by, and construed in accordance with the laws of the State of Colorado or, if applicable, by controlling federal law under the precedent of the United States Court of Appeals for the Tenth Circuit, without giving effect to conflicts of laws rules irrespective of place of domicile or residence of either party and without reference to conflicts of law principles.

25. **Attorneys' Fees and Costs.** In connection with any legal action, arbitration or litigation arising from or in connection with the Agreement or its subject matter, the prevailing party shall be entitled to recover, subject to the damage limitations set forth in the Agreement, all costs incurred by such party in furtherance of such legal action, arbitration or litigation, including reasonable attorney's fees.

26. **Construction.** To the extent any apparent or actual contradiction may exist when construing or interpreting the contents of the Letter and the Terms, the Terms shall control and supersede any statement contained in the Letter, unless expressly stated otherwise in the provision or portion of the Letter or Terms at issue.

27. **Waivers.** Neither the failure nor any delay by any party in exercising any right, power or privilege under the Agreement will operate as a waiver of such right, power or privilege, and no single or partial exercise of any such right, power or privilege will preclude any other or further exercise of such right, power or privilege or the exercise of any other right, power or privilege.

28. **Force Majeure.** Neither party shall be held responsible for delay or default caused by fire, riot, terrorism, plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including quarantine or other employee restrictions; acts of God or war if the event is beyond the party's reasonable control and the affected party gives written notice to the other party promptly upon occurrence of the event causing the delay or default or that is reasonably expected to cause a delay or default; however, no Force Majeure event shall excuse Client of any obligation to pay any outstanding invoice or fee or from any indemnification obligation under this Agreement.

29. **Entire Agreement and Modification.** The Agreement supersedes all prior agreements, arrangements and communications between the parties with respect to its subject matter and constitutes a complete and exclusive statement of the terms of the agreement between the parties with respect to its



subject matter. The Agreement may not be modified or amended except by the mutual written agreement of both parties.

**30. Severability.** If any arbitrator or court of competent jurisdiction holds any provision of the Agreement invalid or unenforceable, the other provisions of the Agreement will remain in full force and effect. Any provision of the Agreement held invalid or unenforceable only in part or degree will remain in full force and effect to the extent not held invalid or unenforceable.

**31. Headings; Counterparts; Electronic Signatures.** The headings of paragraphs contained in the Agreement are provided for convenience only. They form no part of the Agreement and shall not affect its construction or interpretation. This Agreement may be executed in two or more counterparts, each of which will be deemed an original, but all of which together shall constitute one and the same instrument. Client hereby consents to the use of electronic signatures for this Agreement and all RubinBrown related Services and agrees that any electronic signature or signature delivered via facsimile or other electronic means shall be deemed to be of the same force and effect as a handwritten signature.

**THIS CONTRACT CONTAINS A BINDING ARBITRATION PROVISION  
WHICH MAY BE ENFORCED BY THE PARTIES.**

DRAFT



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Denver, CO 80202

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www.RubinBrown.com

CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS CONSULTANTS

January 22, 2024

Mr. Nathan Travis  
Castle Pines North Metropolitan District  
7404 Yorkshire Drive  
Castle Pines, Colorado 80108

Dear Nathan:

We appreciate the opportunity to be of service to Castle Pines North Metropolitan District. This letter ("Letter") sets forth the services that RubinBrown LLP ("RubinBrown") will provide for you. In order to better understand each party's obligations, the terms "we," "us," and "our" refer to RubinBrown and the terms "you," "your" and "management" refer to Castle Pines North Metropolitan District. Your engagement of RubinBrown will be governed by the terms of this Letter and the attached RubinBrown LLP Engagement Terms.

### **Scope of Services**

We are pleased to confirm our understanding of the services we are to provide Castle Pines North Metropolitan District for the year ended December 31, 2023. We will audit the financial statements of the governmental activities, the business-type activities, and each major fund, including the related notes to the financial statements which collectively comprise the basic financial statements of Castle Pines North Metropolitan District as of and for the year ended December 31, 2023. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Castle Pines North Metropolitan District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Castle Pines North Metropolitan District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- Schedule of the District's Proportionate Share of the Net Pension Liability
- Schedule of Revenues, Expenditures and Changes in Fund Balance (Budget and Actual)  
- General Fund
- Schedule of District Contributions - Cost-Sharing Defined Benefit Plan

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

- Schedule of Revenues, Expenditures and Changes in Fund Balance (Budget and Actual)  
- Enterprise Funds

### **Audit Objective**

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditors' report that includes our opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the supplementary information referred to above when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Our audit will be conducted in accordance with GAAS and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of your financial statements. Our report will be addressed to those responsible for governance of Castle Pines North Metropolitan District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

### **Audit Procedures — General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements and determining whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. GAAS requires that we plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that material misstatements exist and will not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or government regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories (if applicable), and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about your ability to continue as a going concern for a reasonable period of time.

Russell White will serve as the partner responsible for the overall supervision of the audit engagement and for authorizing the Firm's signature on the audit report letter.

### **Audit Procedures - Internal Control**

We will obtain an understanding of the entity and its environment, including internal control relevant to the audit, sufficient to assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

### **Audit Procedures — Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Castle Pines North Metropolitan District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Management Responsibilities**

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You are responsible for making all management decisions and performing all management functions relating to the financial statements and related notes and for accepting full responsibility for such decisions. If you have requested our assistance with the preparation of the financial statements and related notes, you will be required to acknowledge in a written representation letter our assistance with such preparation and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee our assistance with the preparation of your financial statements and related notes (if applicable), preparation of net pension asset/liability adjustments, and any other nonattest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Castle Pines North Metropolitan District and the respective changes in financial position and where applicable, cash flows, in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements (whether obtained from within or outside of the general and subsidiary ledgers) such as financial records, documentation, and identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

We are not responsible for electronically hosting, storing or maintaining any of your original financial or non-financial information (or sole copies). You are expected to retain all financial and non-financial information including, but not limited to, anything you upload to a portal and are responsible for downloading and retaining anything we upload to a portal or transmit to you in a different manner. Portals are only meant as a method of transferring data and are not intended for the storage of your information.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

Those charged with governance and management are solely responsible for (i) the preparation and fair presentation of the Financial Statements including the related footnotes (ii) selecting and applying sound accounting principles, (iii) designing, implementing, and maintaining adequate internal controls relevant to the preparation and fair presentation of Financial Statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities, (iv) preventing and detecting fraud, (v) adjusting the Financial Statements to correct material misstatements, and (vi) affirming to RubinBrown in a written representation letter that the effects of any uncorrected misstatements aggregated by RubinBrown during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the Financial Statements taken as a whole. You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited Financial Statements with any presentation of the supplementary information that includes our report thereon. If the supplementary information is issued separately from the audited Financial Statements that contain our report on supplementary information, you agree to make those audited Financial Statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon.

As a condition of our engagement, management agrees to sign a written representation letter attesting to the completeness and truthfulness of representations and disclosures made to us during the course of our work, and you acknowledge and understand your responsibility to include required representations regarding supplementary information in the written representation letter.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

### **Engagement Administration, Timing and Fees**

Our fee for our Attest Services will be between \$46,000 and \$49,000, plus out-of-pocket expenses, technology and administrative fees. Additionally, the fees are based upon anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. Unexpected circumstances in an audit engagement would be untimely/delayed delivery of requested items by your team, receipt of supporting schedules that do not properly reconcile to account balances, technical topics and implementation of GASB standards outside of the scope of the audit, and/or District employee turnover. If additional fees are necessary, we will bill for the additional hours at a rate of \$215 an hour and discuss the accounting assistance needed with your team and work closely with you to structure our work to ensure that it is completed in a cost-effective manner.

### **Engagement Terms**

Attached is an additional statement of terms regarding our engagement titled, RubinBrown LLP Engagement Terms (hereinafter "RubinBrown Engagement Terms"). The RubinBrown Engagement Terms are hereby incorporated by reference and the contents of this Letter should be construed in accordance with the terms set forth therein, unless expressly stated otherwise in this Letter. When construing or interpreting the contents of this Letter or the terms of our engagement, the RubinBrown Engagement Terms will govern. To the extent any apparent or actual contradiction may exist, the RubinBrown Engagement Terms will be deemed controlling and will supersede any such statement contained herein, unless expressly stated otherwise in the provision or portion of this Letter at issue.

### **Conclusion**

We appreciate the opportunity to be of service to you. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this Letter and the RubinBrown Engagement Terms, please sign the enclosed copy and return it to us. By signing the enclosed copy of this Letter, you acknowledge that you have read, understood and agreed to the terms as set forth in this Letter and in the RubinBrown Engagement Terms.

**THIS CONTRACT CONTAINS A BINDING ARBITRATION PROVISION WHICH MAY BE ENFORCED BY THE PARTIES.**

Sincerely,

RubinBrown LLP



Russell White, CPA, MBA  
Partner  
Direct Dial Number: 303.952.1247  
Email: russell.white@rubinbrown.com

Attachment(s):  
Exhibit A - RubinBrown LLP Engagement Terms

By signing below, the signatory further represents and warrants that she/he is authorized to approve the terms of this engagement on behalf of Castle Pines North Metropolitan District.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Mr. Nathan Travis

DRAFT



## EXHIBIT A - RUBINBROWN LLP ENGAGEMENT TERMS

These Engagement Terms (the "Terms") and the engagement letter (the "Letter") incorporating the Terms (the Terms and Letter are hereinafter collectively referred to as the "Agreement"), entered into by and between RubinBrown LLP ("RubinBrown") and Client, set forth the terms and conditions of RubinBrown's engagement with Client (the "Engagement"). These Terms shall also apply to any additional work that Client requests RubinBrown to perform unless a separate engagement letter is entered into by and between RubinBrown and Client for such additional work.

**1. Agreed Upon Scope of Work/Services.** RubinBrown shall be obligated only for the work product and deliverables specified in the Letter (the "Services"), and only for changes in such scope that are set forth in writing and duly executed by the parties hereto. Unless expressly provided for in the Letter, RubinBrown's Services do not include giving testimony, appearing or participating in any discovery proceedings, administrative hearings, court, or other legal or regulatory inquiries or proceedings and, in the event RubinBrown later agrees to perform such additional services, RubinBrown will charge and Client shall pay RubinBrown's customary fee for such services pursuant to RubinBrown's billing terms as outlined in paragraph 3 herein.

**2. Period Covered/Term and Termination.** This engagement letter covers the period beginning on the date the described Services begin (the "Effective Date") and ending on the date all such Services have been completed unless earlier terminated pursuant to these Terms. Either party may terminate this Agreement, for any reason, without penalty, on thirty (30) days' written notice to the other party or may terminate immediately for material breach of the other party on written notice to the other party. RubinBrown may also immediately terminate this Agreement or any separate engagement letter in whole or in part or decline to perform certain tasks if information comes to RubinBrown's attention indicating that performing such tasks could cause RubinBrown to be in violation of any applicable law, regulations or standards, to be in a conflict of interest or to suffer reputational damage.

**3. Billing Terms.** Invoices will be rendered monthly and presented to you for Services performed in the prior month and are due and payable within thirty (30) days of the date of the billing statement. We reserve the right to suspend or terminate further Services until payment is received on all invoices that are not paid in full within thirty (30) days of the date of the billing statement. In the event that we suspend or terminate this Engagement as a result of non-payment, you agree that we will not be responsible for your failure to meet government or other filing deadlines, or for penalties, losses, damages of any nature, or interest that may be assessed against you resulting from your failure to meet said deadlines. A one and a half percent (1½%) per month service charge will be added to balances remaining unpaid sixty (60) days or more after the invoice date. Client agrees that in the event Client fails to make any payment when due hereunder, RubinBrown may immediately terminate this Agreement or any separate engagement letter or statement of work and/or withhold delivery of any complete or incomplete Services. RubinBrown shall be entitled to recover all costs including reasonable attorney's fees incurred in furtherance of collecting such past due payments whether or not arbitration is filed.

**4. Client's Cooperation, Participation, Representations and Warranties.** While RubinBrown may from time to time suggest various options that may be available to Client and further give its professional evaluation of each of these options, Client must make the ultimate decision as to which, if any, of these options to implement. Client shall be solely responsible for applying independent business judgment with respect to RubinBrown's Services, work product and/or deliverables (including decisions regarding implementation or other further course(s) of action) and shall be solely and exclusively responsible for such decisions. Client warrants that RubinBrown shall be entitled to rely on all decisions and approvals of Client (and its counsel). Except as specifically provided in the Letter, Client further represents and warrants that RubinBrown shall be entitled to rely on the accuracy and completeness of all information provided by Client and that Client has maintained all books and records provided to RubinBrown in good order. Client agrees that RubinBrown has no duty to verify the accuracy or completeness of information provided by Client.

**5. Access to Resources and Information.** Unless specified herein as the responsibility of RubinBrown to provide, Client shall obtain for RubinBrown, on a timely basis, any internal and third-party

permissions, licenses or approvals that are required for RubinBrown to perform the Services contemplated hereunder (including the use of any necessary software or data). Client shall also provide RubinBrown with such information, signoffs and assistance as may be necessary for RubinBrown to perform the Engagement or as RubinBrown may reasonably request. Delays by Client in providing RubinBrown with requested information or in providing inconsistent, disorganized, or missing information may result in additional fees.

**6. Record Retention.** Pursuant to RubinBrown's record retention policy, at the conclusion of this Engagement, RubinBrown may retain copies of the records supplied to RubinBrown by Client and RubinBrown will return all such original records to the Client. Copies of the Client's records and any subsequent files created by RubinBrown (collectively "Work Papers") are RubinBrown's property and are not a substitute for the Client's own records. Client shall be responsible for retaining and maintaining records of its operations and records required to backup and support the Client's financial reports and tax returns. RubinBrown will destroy all pertinent Work Papers after a retention period of seven (7) years, after which time these items will no longer be available ("Record Retention Period"). RubinBrown shall not be obligated to destroy any Confidential Information created electronically pursuant to automatic or ordinary course archiving, back-up, security or disaster recovery systems or procedures. Catastrophic events or physical deterioration may result in RubinBrown's records being unavailable. RubinBrown's email retention policy is eighteen (18) months, after which time emails will no longer be available ("Email Retention Period").

**7. Confidentiality.** RubinBrown shall maintain the confidentiality of Client information, which is of a confidential nature ("Confidential Information"), using the same degree of care it uses in maintaining its own confidential information, but no less than reasonable care. Confidential Information means all Client information or material of Client, whether revealed orally, visually, or in tangible or electronic form, that is competitively sensitive material not generally known to the public that relates to the business of Client, or any of their respective interest holders, unless such information (i) was already rightfully known to RubinBrown at the time of disclosure by disclosing Party; (ii) is in or has entered the public domain through no breach of this Agreement or other wrongful act of RubinBrown; (iii) has been rightfully received by RubinBrown from a third party not under obligation of confidentiality to Client and without breach of this Agreement; or (iv) is independently developed by RubinBrown without reference or reliance on any confidential information of Client. Nothing herein shall preclude RubinBrown from disclosing Confidential Information to RubinBrown's attorneys, advisors, insurers, experts, or agents who agree to maintain the confidentiality of such information, with or without notice to Client. If any Confidential Information is sought by a validly issued subpoena or otherwise required by law, then the provisions of paragraph 9 herein shall apply.

In the course of providing professional Services to Client in connection with this engagement, RubinBrown may require the assistance of third party professional service providers with specialized capabilities or expertise. RubinBrown uses commercially reasonable means to confirm that third party professional service providers utilize commercially reasonable means to protect confidential information and Client hereby consents to the use of third-party vendors.

Except as otherwise specifically provided herein or as required by law, including any applicable open records law, Client shall at no time disclose any of RubinBrown's Services, fees, and other confidential material, including but not limited to internally developed financial models, or RubinBrown's role in the Engagement, to any third party (except to a government agency, to the extent such filing is an agreed objective of the Agreement, or as otherwise legally compelled) without RubinBrown's prior written consent through a release letter or equivalent in each case. Client's use of RubinBrown's Services hereunder (except for copies of filed tax returns) shall in any event be restricted to the stated purpose, if any, in the Letter and otherwise to Client's internal business use only. Client and RubinBrown each retains the right in any event to use the ideas, concepts, techniques, industry data and know-how used or developed in the course of the Engagement.

Notwithstanding anything herein to the contrary, (i) no term of the Agreement is intended to be, and shall not be construed to be, a condition of confidentiality as such term is used in Sections 6011, 6111 and 6112 of the Internal Revenue Code of 1986, as amended ("IRC"), the regulations thereunder and/or Section 10.35 of Treasury Department Circular 230 ("Circular 230"), (ii) Client is hereby authorized to disclose to

any and all persons, without any limitation of any kind, any aspect of any entity, plan, arrangement or transaction RubinBrown introduces, addresses or recommends, or with respect to which RubinBrown provides advice, consultation or Services pursuant to the Agreement, it being Client's duty to ascertain whether any additional authorization from any other person or entity is necessary or desirable, and (iii) there is no limitation imposed herein on any person or entity on disclosure of the tax treatment, tax structure or tax strategy of any transaction that is the subject of written advice (as defined in Circular 230) provided by RubinBrown pursuant to the Agreement.

RubinBrown is required to comply with certain peer review requirements in order to maintain its professional licensing. In complying with these peer review requirements certain confidential information may be disclosed to the reviewer. These peer reviews are only conducted by other qualified professionals who are subject to maintaining the confidentiality of information disclosed in the course of the review. Client consents to these confidential disclosures by RubinBrown and acknowledges they are not a violation of RubinBrown's obligation to maintain the confidentiality of information.

**8. Electronic Communications.** Except as instructed otherwise in writing, each party may assume that the other approves of electronic communications through encrypted or unencrypted wired or wireless email, cellular phones, voice over internet, electronic data/document web sites, portals, and/or other technology and voicemail communication of both confidential or sensitive and non-confidential or sensitive documents and other communications concerning the Engagement, as well as other means of communication used or accepted by the other. RubinBrown uses third party cloud-based services to process, transmit, store and access confidential and non-confidential client information regarding the representation of its clients. Accordingly, information regarding you and RubinBrown's Services may be transmitted to and from a third party cloud-based service providers in connection with this Agreement and Client hereby consents to RubinBrown's use of such third-party service providers.

**9. Subpoenas/Legal Orders for Client's Records and Information.** At any time during or after our Engagement, should RubinBrown receive a subpoena or other legal order from a Third Party seeking production of Client's records, documents, or Confidential Information, or testimony relating to RubinBrown's Engagement, RubinBrown will, to the extent permitted by law, notify Client as soon as practicable using the last contact information for Client known to RubinBrown. Upon such notification, should Client wish to take action to protect its records and/or its information from production in compliance with the subpoena, Client agrees to notify RubinBrown of Client's intent to take action to protect its records and/or its information from production within 3 business days after such notice or within 48 hours before the response is due, whichever is shorter and it shall be Client's obligation to take such action in compliance with applicable law, at Client's expense, using counsel of Client's choice. Irrespective of Client's decision regarding what action, if any, it intends to take to protect its records and information, RubinBrown shall have the right to engage its own counsel to assist and advise RubinBrown in coordinating with Client and/or Client's counsel in this regard, and/or in responding to the subpoena. If Client does not provide RubinBrown with notice of its intent to take action to protect its records and/or information, Client is deemed to not be asserting and/or to be waiving any accountant-client privilege and Client agrees that RubinBrown has the right to produce any and all records RubinBrown deems appropriate in compliance with the subpoena and law. Client shall reimburse RubinBrown, upon receipt of an appropriate invoice, for all of RubinBrown's internal and external costs and expenses in responding to any subpoena for Client's records, and/or providing testimony pursuant to such subpoena, including RubinBrown's reasonable and customary fees for such services, as well as its internal costs (employee time and expenses), external costs (copy services or other vendors), and reasonable attorneys' fees. For the avoidance of doubt, this provision survives any termination or expiration of this Agreement.

**10. Taxpayer Confidentiality Privileges: Use of Counsel.** The parties acknowledge that certain documents and other communications involving and/or disclosed to or by RubinBrown may be subject to one or more claims of privilege by or on behalf of Client (e.g., the attorney-client privilege, the accountant-client privilege, the IRC Section 7525 tax advisory privilege, etc.). Although Client is solely responsible for managing the recognition, establishment and maintenance (e.g., possible waiver) of these possible protections (and for involving legal counsel as it deems necessary), RubinBrown shall cooperate with Client's reasonable written instructions regarding such privileges.

11. **Management Dishonesty.** While RubinBrown will advise Client if RubinBrown discovers errors or irregularities, Client understands and agrees that Client cannot rely on RubinBrown to detect employee or management dishonesty, including, without limitation, fraud or embezzlement, unless specifically set forth in the Letter.
12. **External Factors; Standards of Performance.** Client acknowledges that the Engagement will involve analysis, judgment and other performance from time to time in a context where the participation of Client or others is necessary, where answers are often uncertain or unverifiable in advance and where facts and available information change with time. Accordingly, evaluation of RubinBrown's performance of its obligations shall be based solely on its substantial conformance with any standards or specifications expressly set forth in the Agreement and all applicable professional standards, any such nonconformance (and applicability) to be clearly and convincingly shown. If there are any changes in the relevant laws, regulations, industry, market conditions or other circumstances, including in the Client's own business practices, RubinBrown has no responsibility to advise Client of any such changes and Client acknowledges the need for it to re-evaluate RubinBrown's preceding Services.
13. **Conflicts of Interest; Non-Exclusivity.** Client acknowledges that RubinBrown is currently providing or may in the future provide services of the same or similar nature to other parties and the Client agrees that RubinBrown are not prevented or barred from rendering services of the same nature or a similar nature to any other individual or entity except as prevented by law or professional standards.
14. **Affiliates.** If the Letter provides that RubinBrown's Services may pertain not only to Client but also to a parent, subsidiaries, affiliates, advisors, contractors, family members, related trusts, partnerships, partners, estates or foundations, such Affiliates shall be bound by the terms of the Agreement. Client shall, as may be requested by RubinBrown from time to time (including subsequent to completion of the Engagement), obtain written confirmation of their agreement to the terms of the Agreement.
15. **Limitation of Liability.** The liability of RubinBrown (including its partners, employees, agents and affiliated companies) to Client (and any purported third-party beneficiaries, including Affiliates) for any claim or damages (including but not limited to incidental, special, exemplary, punitive, economic, or consequential), whether in contract, strict liability, tort (including but not limited to RubinBrown's negligence or fault, except that this provision does not purport to limit liability for RubinBrown's intentional/willful torts or for any other liabilities for which a limitation of liability is prohibited by Colorado law), or otherwise, arising out of, connected with, or resulting from RubinBrown's Services or the Engagement generally, shall not exceed all fees related to the Engagement giving rise to such claim paid by Client to RubinBrown, even if RubinBrown has been advised of the possibility of such claims or damages.
16. **Baker Tilly International.** RubinBrown is an independent member of Baker Tilly International. Baker Tilly International Limited is an English Company. Baker Tilly International provides no professional services to clients. Each of the member firm is a separate and independent legal entity and each describes itself as such. RubinBrown is not Baker Tilly International's agent and does not have authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, RubinBrown or any of the other independent member firms of Baker Tilly International has any liability for each other's acts or omissions. In addition, neither Baker Tilly International nor any other member has a right to exercise management control over any other member firm. RubinBrown shall in no event be held liable for any work or conduct (whether negligent, intentional, fraudulent, or otherwise) done by Baker Tilly International or any other member firm or any partner, officer, manager, personnel, affiliates, employees, or agent thereof. The name Baker Tilly and its associated logo is used under license from Baker Tilly International Limited.
17. **Indemnification.** Client agrees to release, indemnify, and hold RubinBrown, its partners, officers, managers, personnel, agents, employees, affiliated companies, successors and assigns harmless upon demand from any liability and costs, including attorneys' fees, resulting from any knowing misrepresentation of management or any intentional or negligent act or omission by Client. Client's obligation to indemnify shall survive until such time as all claims against RubinBrown are legally barred under all applicable statutes of limitation.

18. **Independent Contractor Status.** Each party is an independent contractor with respect to the other and shall not be construed as having an employment, partnership, trustee or fiduciary relationship.

19. **Assignments and Successors.** Neither party may assign any of its rights or benefits under the Agreement without the prior written consent of the other party. Subject to the preceding sentence, the Agreement will apply to, be binding in all respects upon, and inure to the benefit of the permitted successors, assigns, heirs, estates, and legal representatives of the parties. Notwithstanding the foregoing, RubinBrown may authorize and allow its affiliates and contractors to assist in performing the Engagement and to share in RubinBrown's rights hereunder, provided any such party shall commit (as applicable) to be bound by the restrictions set forth in the Agreement.

20. **No Third Party Rights.** Unless specifically set forth in the Letter or herein, nothing expressed or referred to in the Agreement will be construed to give any person, other than the parties to the Agreement, any legal or equitable right, remedy, claim, benefit, priority or interest under or with respect to the Agreement or any provision of the Agreement. Except as specifically provided in the Letter, the Agreement and any Services hereunder are for the sole and exclusive benefit of the Client and its permitted successors and assigns, and neither Client nor RubinBrown intends for RubinBrown's Services to be used by or to provide any benefit or guidance to any other persons.

21. **Mediation.** If Client (including any purported third-party beneficiaries, including Affiliates) is dissatisfied with the quality or timeliness of RubinBrown's Services, or believes such Services were in any way negligently performed, Client agrees to promptly notify RubinBrown in writing of its dissatisfaction and specifically set forth its complaints. If the parties are unable to resolve their differences within thirty (30) days after RubinBrown's receipt of Client's written notice, it is agreed that either party may invoke the services of an impartial mediator under the auspices of the commercial mediation rules of the American Arbitration Association, United States Arbitration and Mediation Service, or any other national neutral mediation service, at the election of the party who first requests mediation. It is agreed that no claim pertaining to the quality or timeliness and/or alleged negligence of RubinBrown's provided Services shall be arbitrated unless the foregoing procedures have first been followed and the mediator fails to settle the claim within thirty (30) days after the mediation process has concluded.

22. **BINDING ARBITRATION.** ANY AND ALL DISPUTES IN ANY WAY CONCERNING, ARISING OUT OF OR RELATED TO THE SERVICES PROVIDED BY RUBINBROWN PURSUANT TO THE AGREEMENT (INCLUDING SERVICES PERFORMED UNDER ANY PRIOR AGREEMENT) OR THE BUSINESS RELATIONSHIP ARISING OUT OF THE ENGAGEMENT OR ANY PRIOR ENGAGEMENT SHALL BE COMMITTED TO BINDING ARBITRATION BEFORE THE AMERICAN ARBITRATION ASSOCIATION ("AAA"), INCLUDING ANY DISPUTES INVOLVING PARTIES WHO ARE AFFILIATES OF CLIENT OR WHO ARE ALLEGED THIRD-PARTY BENEFICIARIES TO THIS AGREEMENT. THE ARBITRATOR, AND NOT ANY FEDERAL, STATE, OR LOCAL COURT OR AGENCY, SHALL HAVE EXCLUSIVE JURISDICTION TO RESOLVE ANY DISPUTES INVOLVING RUBINBROWN, AND IT IS THE INTENT OF THIS AGREEMENT THAT THIS GRANT OF JURISDICTION BE THE BROADEST ALLOWED BY LAW, AND THAT ANY DISPUTES REGARDING THE SCOPE OF THE ARBITRATOR'S JURISDICTION BE BOTH DECIDED BY THE ARBITRATOR AND RESOLVED IN FAVOR OF ARBITRATION, EXCEPT WHERE EXPRESSLY PROHIBITED BY APPLICABLE LAW. WITHOUT LIMITING THE FOREGOING, THE ARBITRATOR SHALL HAVE EXCLUSIVE JURISDICTION TO RESOLVE ANY DISPUTE RELATING TO THE INTERPRETATION, APPLICABILITY, ENFORCEABILITY OR FORMATION OF THIS AGREEMENT INCLUDING, BUT NOT LIMITED TO ANY CLAIM THAT ALL OR ANY PART OF THIS AGREEMENT WAS NOT AGREED TO, IS INVALID, OR IS VOID OR VOIDABLE. SUCH ARBITRATION SHALL BE CONDUCTED IN ACCORDANCE WITH THE AAA'S COMMERCIAL ARBITRATION RULES THEN IN EFFECT, AS MODIFIED BY THE PROVISIONS STATED HEREIN. THE LOCATION OF THE ARBITRATION SHALL BE IN THE DENVER METROPOLITAN AREA. THE PARTIES SHALL SELECT ONE ARBITRATOR, UNLESS THE AMOUNT OF ANY DEMAND OR COUNTERCLAIM IN THE ARBITRATION SHALL BE \$750,000 OR MORE, IN WHICH CASE THE PARTIES SHALL SELECT THREE ARBITRATORS. THE PARTIES SHALL HAVE THE RIGHT TO CONDUCT DISCOVERY IN THE ARBITRATION CONSISTENT WITH THAT

DISCOVERY PERMITTED BY THE FEDERAL RULES OF CIVIL PROCEDURE, WITH THE ARBITRATOR(S) TO DECIDE ANY DISCOVERY DISPUTES. ALL PROCEEDINGS CONDUCTED IN THE ARBITRATION, INCLUDING ANY DISCOVERY AND ANY ORDER ENTERED BY THE ARBITRATOR(S), SHALL BE STRICTLY CONFIDENTIAL. THE AWARD OF THE ARBITRATOR(S) SHALL BE FINAL, AND MAY BE CONFIRMED BY THE PARTIES IN THE DISTRICT COURT, CITY AND COUNTY OF DENVER, COLORADO, OR IN THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLORADO. THE PARTIES AGREE THAT ANY DISPUTE RESOLUTION PROCEEDINGS WILL BE CONDUCTED ONLY ON AN INDIVIDUAL BASIS AND NOT IN A CLASS, CONSOLIDATED OR REPRESENTATIVE ACTION. THE PARTIES EACH HEREBY WAIVE THE RIGHT TO PARTICIPATE IN ANY CLASS ACTION, REPRESENTATIVE ACTION, OR CONSOLIDATED ACTION, WHETHER IN COURT OR ARBITRATION.

23. **Covenant Not to Hire or Solicit Employees.** Client agrees that during the term of this Agreement, and for a period of one (1) year following the termination or expiration of this Agreement, Client shall not, directly or indirectly, hire, retain or engage, or offer to hire, retain or engage, or solicit for employment or other retention or engagement of services, or otherwise induce to leave RubinBrown, for the benefit of Client, any employee, consultant or contractor who is employed by, engaged by, or contracted with RubinBrown. Upon breach of this section, Client agrees to pay, upon demand, as liquidated damages, and not as a penalty, to RubinBrown, an amount equal to the annualized total gross compensation, as at the time of the breach, of the applicable RubinBrown employee, consultant, or contractor. This provision shall be without prejudice to RubinBrown's right to seek injunctive relief or other legal remedies. Notwithstanding the forgoing, this covenant shall not be applicable to hiring, offering to hire, or otherwise engaging pursuant to a response to a general advertisement by Client.

24. **Governing Law.** The Agreement will be deemed to be made, negotiated, and accepted in Colorado, governed by, and construed in accordance with the laws of the State of Colorado or, if applicable, by controlling federal law under the precedent of the United States Court of Appeals for the Tenth Circuit, without giving effect to conflicts of laws rules irrespective of place of domicile or residence of either party and without reference to conflicts of law principles.

25. **Attorneys' Fees and Costs.** In connection with any legal action, arbitration or litigation arising from or in connection with the Agreement or its subject matter, the prevailing party shall be entitled to recover, subject to the damage limitations set forth in the Agreement, all costs incurred by such party in furtherance of such legal action, arbitration or litigation, including reasonable attorney's fees.

26. **Construction.** To the extent any apparent or actual contradiction may exist when construing or interpreting the contents of the Letter and the Terms, the Terms shall control and supersede any statement contained in the Letter, unless expressly stated otherwise in the provision or portion of the Letter or Terms at issue.

27. **Waivers.** Neither the failure nor any delay by any party in exercising any right, power or privilege under the Agreement will operate as a waiver of such right, power or privilege, and no single or partial exercise of any such right, power or privilege will preclude any other or further exercise of such right, power or privilege or the exercise of any other right, power or privilege.

28. **Force Majeure.** Neither party shall be held responsible for delay or default caused by fire, riot, terrorism, plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including quarantine or other employee restrictions; acts of God or war if the event is beyond the party's reasonable control and the affected party gives written notice to the other party promptly upon occurrence of the event causing the delay or default or that is reasonably expected to cause a delay or default; however, no Force Majeure event shall excuse Client of any obligation to pay any outstanding invoice or fee or from any indemnification obligation under this Agreement.

29. **Entire Agreement and Modification.** The Agreement supersedes all prior agreements, arrangements and communications between the parties with respect to its subject matter and constitutes a complete and exclusive statement of the terms of the agreement between the parties with respect to its

subject matter. The Agreement may not be modified or amended except by the mutual written agreement of both parties.

**30. Severability.** If any arbitrator or court of competent jurisdiction holds any provision of the Agreement invalid or unenforceable, the other provisions of the Agreement will remain in full force and effect. Any provision of the Agreement held invalid or unenforceable only in part or degree will remain in full force and effect to the extent not held invalid or unenforceable.

**31. Headings; Counterparts; Electronic Signatures.** The headings of paragraphs contained in the Agreement are provided for convenience only. They form no part of the Agreement and shall not affect its construction or interpretation. This Agreement may be executed in two or more counterparts, each of which will be deemed an original, but all of which together shall constitute one and the same instrument. Client hereby consents to the use of electronic signatures for this Agreement and all RubinBrown related Services and agrees that any electronic signature or signature delivered via facsimile or other electronic means shall be deemed to be of the same force and effect as a handwritten signature.

**THIS CONTRACT CONTAINS A BINDING ARBITRATION PROVISION  
WHICH MAY BE ENFORCED BY THE PARTIES.**

DRAFT

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**MEMORANDUM**

TO: Castle Pines North Metropolitan District

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

DATE: January 18, 2024

RE: Legal Status Report for the January 22, 2024 Board Meeting

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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. No further communications have been had.

**Action:** None required.

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**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.

**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. A copy of the memorandum is attached for your review.

**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:** None required.

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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.

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**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.
- b. Transfer T-Mobile cell tower lease to the City.
- 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:** Consider Approval of 1st Amendment.

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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 negotiate 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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## MEMORANDUM

TO: Castle Pines North Metro District Board of Directors

FROM: Seter & Vander Wall, P.C.

DATE: January 22, 2024

RE: Rules and Regulations Updates

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During counsel's status report at the October 19, 2023 regular meeting, we noted that the Board passed several resolutions amending the District's rules and regulations in recent years, but the rules and regulations were never revised. Accordingly, we proposed revising the rules and regulations. In response, you asked us to prepare a brief summary of the rules and regulations that need to be made. That summary can be found on Page 2 of this memorandum.

Our associate, Joel Drew, recently spoke with District Manager Nathan Travis regarding the District's new comprehensive plan. Mr. Travis informed us that the main priority is to develop the comprehensive plan in compliance with CDPHE requirements, and afterwards, will work to develop a policy identifying potentially affected homes and contacting affected homeowners. He anticipates that more work will need to be done on his end before a policy can be developed. He also brought to our attention that the rules and regulations may not adequately address the most up to date regulatory requirements regarding backflow prevention.

As you all know, the District is in the process of transferring ownership of all parks, trails, opens spaces, and recreation facilities to the City. Now that the City has obtained voter approval on its Ballot Measure 2F, the District will formally convey parks and open spaces to the City. Once the IGA conveyance is complete, it will be necessary to revise the rules and regulations to remove references to the District's parks, trails, open spaces, and recreational facilities. This will also require incidental revisions to ensure the rules and regulations are properly reformatted.

In light of these ongoing developments, we believe it would be appropriate to work with Mr. Travis to conduct a major overhaul of the rules and regulations. This overhaul would commence upon completion of the Parks IGA conveyances and new Comprehensive Plan.

### **Summary of Past Resolutions Necessitating Rules and Regulations Updates.**

The rules and regulations were adopted by the District on October 19, 2015. The Board has approved three separate resolutions that purport to amend the rules and regulations since their adoption. Specifically, the rules and regulations were amended by Resolution No. 2020-08-  
{00698802}

01 (approved 8/17/2020), Resolution No. 2020-10-19-02 (approved 10/19/2020), and Resolution No. 2021-09-01 (approved 9/20/2021).

1. Resolution No. 2020-08-01

The rules and regulations contained inconsistent provisions regarding ownership of water and sewer service lines. This resolution modified the rules and regulations to clarify that: (1) the District is responsible for maintenance and repair of water Stub Outs from the Main Line to the property shut off valve; and, (2) the property owner is responsible for repairs and maintenance of the water service line from the shut off valve to the structure, as well as the sewer service line from the main to the structure, including the saddle that connects the service line to the main sewer line.

2. Resolution No. 2020-10-19-02

The rules and regulations contained provisions inconsistent with signage in the District's parks, which created difficulties for enforcement. The rules and regulations were modified to reflect the changes to daily park hours, which are 6 a.m. to 8 p.m.

3. Resolution No. 2021-09-01

The rules and regulations were modified in response to concerns from residents regarding dog owners who failed to remove their dog's waste from CPNMD's parks, trails, open space areas, and recreational facilities. This resolution modified the rules and regulations to impose fines and fees on those who failed to pick-up their dog's waste.

**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**

This **FIRST AMENDMENT TO INTERGOVERNMENTAL AGREEMENT** (the “First Amendment”) is entered into effective as of the \_\_\_\_ day of \_\_\_\_\_, 2023, 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 referred to herein as the “Parties” or each individually as a “Party”).

**RECITALS**

**WHEREAS**, the District was formed and exists as a special district pursuant to §§ 32-1-101, *et seq.*, C.R.S. for the purpose of providing certain public improvements, facilities and services, to and for the use and benefit of the District, its residents, users, property owners and the public; and

**WHEREAS**, The City is a Colorado home rule municipal corporation incorporated as of February, 2008; and

**WHEREAS**, The District's boundaries are located entirely within the corporate limits of the City of Castle Pines; and

**WHEREAS**, Pursuant to that certain Intergovernmental Agreement between the City of Castle Pines and Castle Pines North Metropolitan District Regarding Operation, Maintenance and Transfer of Recreation Properties dated March 28, 2023 ("Parks IGA"), the City and District have agreed to transfer ownership and operations of the District's parks, open space, trails and recreation facilities and buildings and associated improvements and fixtures ("Recreation Properties") from the District to the City subject to, among other terms, conditions and obligations set forth in the Parks IGA, the City receiving voter authorization to impose a mill levy to fund the City's obligations thereunder; and

**WHEREAS**, the Parks IGA contemplates a closing date on or before December 31<sup>st</sup> of the year in which the City obtains voter authorization to impose a mill levy to fund the City's obligations under the Parks IGA; and

**WHEREAS**, the City received voter authorization to impose a mill levy to fund the City's obligations under the Parks IGA on November 7, 2023, and the closing date is currently set for December 31, 2023; and

**WHEREAS**, the Parties desire to enter into this First Amendment to amend the IGA in certain respects, as more particularly described herein.

**NOW THEREFORE**, in consideration of the mutual covenants and agreements hereinafter set forth, the sufficiency of which is hereby acknowledged, the Parties do hereby agree as follows:

**COVENANTS AND AGREEMENTS**

**A.** Sections D and I of Article 1 of the IGA is hereby amended in its entirety as follows:

“**D.** *Closing Date* means on or before December 31, 2024.”

“**I.** *Recreation Properties Transfer Date* means on or before December 31, 2024.”

**B. IGA TERMS REAFFIRMED.** Except as specifically amended hereby, all the terms and provisions of the IGA shall remain in full force and effect.

**C. COUNTERPARTS.** This First Amendment may be executed in one or more counterparts, each of which shall be deemed an original and together shall constitute one and the same instrument.

**IN WITNESS WHEREOF**, the Parties have caused this First Amendment to be executed as of the day and year first above written. By signature of its representatives below, each party affirms it has taken all necessary action to authorize said representative to execute this First Amendment.

**[Signature Pages to Follow]**







# CASTLE PINES NORTH



METROPOLITAN DISTRICT™

Memorandum

**From:** Nathan J. Travis  
**To:** CPNMD Board of Directors  
**Date:** 1/22/2024  
**Re:** District Manager's Report

## **Public Engagement/ Communications**

- The “Quench Buggy” is getting closer to delivery! This will be used at Chamber events and be available for other events in the community as well. The graphics are conservation themed, and there will be QR codes that will direct people to our website. It also features our logo and “Water Sponsored by Castle Pines North Metro District.”
- I don't have any further updates here beyond what was discussed at the January 2024 board study session. Reports in this area will come from Elara Creatives moving forward.

## **Staffing**

- No Updates

## **Lift Station Rehab**

- Initial permit and design review fees will be paid this week.
- Site drainage, and additional Concrete work is substantially complete at the LS 3 site.
- Holdover: Final design work continues and is expected to be ready for submission to the State for review.

## **Conservation**

- I have included the agreements for our partnership with Resource Central to re-engage for the same programs as last year. While program use was lower than we had hoped, this year, we are ahead of the game from a communications standpoint. Program participation at the same funding level, compared to last year will be a key metric in the effectiveness of our communication efforts in 2024.
- On March 12<sup>th</sup>, 2024, The City of Castle Pines is planning on hosting a conservation panel. Though details are not yet fully in place, it is likely that our board will be invited to attend. Myself, and Elizabeth Bowman with Resource Central are currently planning to attend to discuss CPNMD conservation programs. The invite has also been extended to Ron Redd with Parker Water; their board may be invited to join as well.

## **Hidden Pointe Metro District- IGA**

- No new updates here, initial contact has been made between attorneys.

## **SSO Violation Update**

- We expect to hear from the state regarding the civil penalty in the next couple of weeks. No indication yet as to the dollar amount that we will be fined. However, the Capital funds we have committed to our lift station renovation project are a heavily weighted factor. Hopefully this will translate to a lower amount.

## **Capital Project Updates**

- Yorkshire: Pipe has been delivered. Weather depending, construction is set to begin between the 22<sup>nd</sup> and 29<sup>th</sup>.
- Monarch W/L: The City of Castle Pines has selected a bid package. Kennedy Jenks has reviewed the information, pricing, and contractor qualifications and is satisfied with the selection. The bid information has been included in the

Kennedy Jenks Report.

As was done with the city on the first phase of Castle Pines Parkway, we will enter an MOU (memorandum of understanding) with the City of Castle Pines to cost-share part of the paving construction. I have included the MOU from the project last year that will serve as a template for the project this year. The MOU will be substantially the same, however CPNMD will cover 30% of the paving costs in the areas that our waterline replacement takes place. This is a slight increase in from the previous agreement, simply because our project will impact a larger portion of the roadwork, as compared to the previous project. This will be a substantial savings for both of our organizations, and this type of collaboration is something we will focus heavily on from a communications standpoint as we get closer to the project date.

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

- My surgery has been scheduled for Wednesday February 7<sup>th</sup>. I will be unavailable until at least the following Monday. I plan to work from home as much as possible, but it will depend on how my recovery is going. I will return to the office on Monday February 19<sup>th</sup>.

## LAWN REPLACEMENT PROGRAM AGREEMENT

THIS Lawn Replacement Program Agreement (“Agreement”) is made on [REDACTED] (“Effective Date”), by and between Resource Central and Castle Pines North Metro District (“Utility Partner”) (each individually a “Party,” or collectively “Parties”).

### ***Recitals***

1. WHEREAS many people are interested in the concept of a low-water landscape;
2. WHEREAS those interested in the concept of a low-water landscape are often overwhelmed by the plant selection and design of such a landscape and the process of completing a lawn replacement project;
3. WHEREAS those interested in the concept of a low-water landscape have limited time and money to invest in the process of planning and designing such a landscape and removing and disposing of lawn;
4. WHEREAS to incentivize its residents with an easy and affordable way to create and install low-water landscapes, Utility Partner wishes to engage Resource Central to organize and conduct the Lawn Replacement Program (“Program”) for the term specified in Section III in partnership with Utility Partner.

### ***NOW THEREFORE, in consideration of the terms and conditions contained herein and other good and valuable consideration, the Parties agree as follows:***

- I. Program Obligations
  - A. Resource Central Obligations
    1. Resource Central shall provide the services described in the Lawn Replacement Program Scope and Conditions of Work, attached hereto as Attachment A (“Services”).
  - B. Utility Partner Obligations
    1. Marketing and Publicity. Utility Partner shall be responsible for publicizing the availability of the Program to its Customers in **at least** one round of marketing. Efforts to publicize the Program to its Customers may include, but are not limited to, advertising media such as Utility Partner’s bill insert(s), website, social media, newsletter, and direct mailing. **If only one round will take place, the marketing must be in the form of a water bill insert.**

Resource Central will develop a marketing toolkit containing promotional templates and individual advertisement components for Utility Partner to use. Resource Central will supply a recommended marketing calendar and template, which will list the recommended dates and media type(s) for the Utility Partner to disseminate marketing materials using the marketing toolkit. Either Resource Central or Utility Partner may create advertising content; however, Utility Partner must use the toolkit components (i.e., verbiage, logos, photographs) for Program advertisements and all

efforts must be approved by Resource Central prior to publishing. **All marketing toolkit contents are property of Resource Central and are to be used exclusively to advertise and promote its programming.**

If Resource Central determines a sufficient number of requests exist, despite all rounds of advertising having not been completed, Resource Central may waive the requirement that Utility Partner conduct an additional advertising round. Resource Central shall provide Utility Partner with notice of any such waiver in writing.

For the purposes of communication regarding program marketing and outreach, Resource Central requests the contact information of a designated marketing point of contact. The person(s) named below is designated Utility Partner's representative(s) for marketing efforts.

**For Utility Partner:**

Nathan Travis  
District Manager  
Castle Pines North Metro District  
7404 Yorkshire Dr  
Castle Pines, CO 80108  
303-242-3262  
nathan@cpnmd.org

2. Complete and Submit Signed Agreement and Attachments. Utility Partner shall submit to Resource Central a signed copy of the Agreement no later than Friday, February 9, 2024.

II. Price, Payment Amount, and Billing Procedure

- A. Payment of Program Price. Utility Partner shall pay Resource Central the Total Program Price, pursuant to the Lawn Replacement Program Payment Schedule and Terms, attached hereto as Attachment B.

III. Term

- A. Term of Agreement. The Term of this Agreement commences on the Effective Date and terminates on December 31, 2024, or on the date the Agreement is earlier terminated, as provided herein.

IV. General Provisions

- A. Record-Keeping Requirements. Both Resource Central and Utility Partner shall maintain all records, documents, communications, and other material that pertain to this Agreement ("Records") for a period of three (3) years from the date of final payment under this Agreement, unless Resource Central or Utility Partner requests that the records be retained for a longer period. Resource Central and Utility Partner each shall provide access to such Records to the other during normal business hours for review and copying.
- B. No Delegation. Except as otherwise provided, the Parties' duties and obligations shall not be assigned, delegated, or subcontracted except with the express prior written

consent of the other Party. All subcontractors shall be subject to the requirements of this Agreement.

- C. Indemnification. To the extent allowed by law, Utility Partner, on behalf of itself and its successors and assigns, agrees to indemnify, defend, and hold harmless the Resource Central, its officers, directors, and employees, contractors, and volunteers from and against losses, liabilities, expenses, and costs, including, without limitation, reasonable attorney's fees and costs, arising out of (i) the negligent performance under this Agreement by Utility Partner or any person employed by or acting on behalf of Utility Partner; or (ii) any injury to persons or property to the proportional extent caused by the negligent or intentional acts or omissions of Utility Partner, or any person employed by or acting on behalf of Utility Partner, during the performance of Services under this Agreement.

To the extent allowed by law, Resource Central, on behalf of itself and its successors and assigns, agrees to hold harmless and indemnify Utility Partner, its officers, directors, and employees, and contractors from and against losses, liabilities, expenses, and costs, including, without limitation, reasonable attorney's fees and costs, arising out of (i) the negligent performance of Services under this Agreement by Resource Central or any person employed by or acting on behalf of Resource Central; or (ii) any injury to persons or property to the proportional extent caused by the negligent or intentional acts or omissions of Resource Central, or any person employed by or acting on behalf of Resource Central, during the performance of Services under this Agreement.

- D. No Third-Party Rights. Except as otherwise provided, this Agreement shall inure to the benefit of, and be binding only upon, the Parties. No third-party beneficiary rights or benefits of any kind are expressly or impliedly provided herein.
- E. Designated Representatives. For the purpose of this Agreement, the persons named below are designated the representatives of the Parties. Unless otherwise provided in this Agreement, all notice required to be given by the Parties shall be given either by hand delivery or email, with confirmed receipt, or by registered or certified mail to the representative named below. The Parties may designate in writing a new or substitute representative:

**Resource Central:**

Neal Lurie  
President  
Resource Central  
6400 Arapahoe Road, Suite B  
Boulder, CO 80303  
303-999-3820 x202  
nlurie@resourcecentral.org

**For Utility Partner:**

Nathan Travis  
District Manager  
Castle Pines North Metro District  
7404 Yorkshire Dr  
Castle Pines, CO 80108  
303-242-3262  
nathan@cpnmd.org

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- F. Default and Remedies. If either Party fails to comply with this Agreement, the other Party shall provide written notice specifying the breach, and the breaching Party shall be allowed thirty (30) days to cure, or such longer period as agreed to by the Parties in writing if the cure will require additional time. If the breaching Party fails to cure the breach, timely under this Agreement, the non-breaching Party shall have all remedies

available in law or in equity. The waiver of any breach of a term hereof shall not be construed as a waiver of any other term or the same term upon subsequent breach.

- G. Modifications. This Agreement is intended as the complete integration of understanding between the Parties. This Agreement may only be modified or amended upon written mutual agreement by the Parties provided that no modification may be made to the number of participants requested by Utility Partner, as specified in the Payment Schedule and Terms, and guaranteed to be provided by Resource Central.
- H. Severability. The terms of this Agreement are severable, and should any term or provision hereof be declared invalid or become inoperative for any reason, such invalidity or failure shall not affect the validity of any other term or provision hereof.
- I. Exhibits. All exhibits and attachments to this Agreement shall be deemed incorporated herein by reference.
- J. Independent Contractor. Resource Central shall perform the Services under this Agreement as an independent contractor. The Parties do not intend, nor shall it be construed that Resource Central or any Resource Central subcontractor or employee is an employee of Utility Partner for any purposes whatsoever.
- K. Employee Financial Interest. The Parties aver that to their knowledge, no employee of Utility Partner has any personal or beneficial interest whatsoever in the service or property described herein.
- L. Legal Authority – Signatory. Each Party represents and warrants that it possesses the legal authority to enter into this Agreement and that it has taken all actions required by its procedures, by-laws, and applicable laws to exercise that authority, and to lawfully authorize its undersigned signatory to execute this Agreement, or any part thereof, and to bind itself to its terms. If requested by the other Party, each Party shall provide the other with proof of its authority to enter into this Agreement within 15 days of receiving such request.
- M. Choice of Law. Colorado law shall be applied in the interpretation, execution, and enforcement of this Agreement. Any provision included or incorporated herein by reference that conflicts with Colorado law shall be null and void. Any provision incorporated herein by reference that purports to negate this provision in whole or in part shall not be valid or enforceable or available in any action at law, whether by way of complaint, defense, or otherwise. Venue for a legal action relating to the interpretation, execution, or enforcement of this Agreement shall be in the District Court, Boulder County, Colorado.
- N. Force Majeure. Resource Central shall not be held liable or responsible to the Utility Partner nor be deemed to have defaulted under or breached this Agreement for failure or delay in fulfilling or performing any term of this Agreement due to circumstances beyond its control (generally, a “Force Majeure Event”) including, but not limited to, national emergencies, unusually severe weather (including fire and flood), catastrophe, acts of God, insurrection, war, riot, epidemic, quarantine restrictions, labor disturbances, or embargoes. The occurrence of any Force Majeure Event shall excuse Resource Central from performing its obligations under this Agreement. However, the occurrence of a Force Majeure Event shall not excuse the Utility Partner’s obligation under this Agreement to pay the Non-Refundable Program Fee.

- O. Non-Disclosure of Confidential Material. Resource Central acknowledges that Utility Partner has made, or may make, available to Resource Central customer records, which contain personally identifiable information (“Confidential Material”). Except as essential to Resource Central’s performance under this Agreement, Resource Central shall not: (a) make any disclosure of the Confidential Material to any third party; (b) duplicate or copy the Confidential Material; or (c) use the Confidential Material for any purposes outside the scope of Resource Central’s performance under this Agreement. In the event Resource Central discloses Confidential Material to a third party, all personally identifiable information shall be redacted. Resource Central shall notify each person to whom any disclosure is made that such disclosure is made in confidence and that the Confidential Material shall be kept confidential.
- P. Intellectual Property Rights. All work product(s) created under this Agreement, including software, drawings, videos, manuals, survey data and related reports, charts, photographs, designs, papers, documents and copies, abstracts and summaries thereof, whether printed material, original works of authorship, electronic documents and intellectual property produced, invented, reduced to practice, or created as a result of the work performed under this Agreement (“Creations”) shall be the sole property of Resource Central and may not be used, sold, licensed or disposed of in any manner without prior written approval of Resource Central. To the maximum extent permitted by applicable law, all Creations shall be deemed works made for hire under the United States copyright laws, and all right, title, and interest in and to such work product shall vest automatically in Resource Central.
- Q. Termination. Resource Central may terminate this Agreement for any reason by providing thirty (30) days written notice to Utility Partner (the “Termination Notice”). Utility Partner must compensate Resource Central for any work completed prior to and including the date of termination, as specified in the Termination Notice.

IN WITNESS WHEREOF, each Party has executed this Memorandum of Agreement or caused it to be executed on its behalf by its duly authorized representatives.

**Resource Central**

**Utility Partner**

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

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

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**ATTACHMENT A**  
LAWN REPLACEMENT PROGRAM  
SCOPE AND CONDITIONS OF WORK

LAWN REPLACEMENT PROGRAM  
SCOPE AND CONDITIONS OF WORK

- I. Program Objective. Resource Central's Lawn Replacement Program incentivizes Utility Partner's customers to remove high water-use landscapes and replace them with low-water alternatives including, but not limited to, waterwise perennial gardens. The objective of the Program is to make it easier and more affordable for Utility Partner's customers to reduce their water consumption through permanent low-water landscape change. Once established, a waterwise perennial garden will likely use 50%-60% less water than a traditional lawn and is likely to improve habitat and neighborhood aesthetics.
- II. Customer Service and Marketing. Resource Central shall manage all customer service issues related to the Program, including answering participant questions and addressing any concerns. Resource Central shall track each participant's progress through the Program from application to completion.

Resource Central may design and pay for the placement of advertisements in a local newspaper, write and disseminate press releases and public service announcements publicizing the Program, advertise the Program in its monthly electronic newsletter, and advertise the Program in conjunction with other Resource Central programs.

A marketing toolkit will be developed by Resource Central and will contain promotional templates and various advertisement components for the Utility Partner's use. Resource Central will supply a recommended marketing calendar and template, which will list the recommended dates and media type(s) for the Utility Partner to disseminate marketing materials using the marketing toolkit. **Marketing toolkit contents are proprietary and are to be used exclusively to promote Resource Central programs.**

- III. Educational Resources. Resource Central, at its discretion, may produce and provide various educational materials to Utility Partner and/or its customers to help them complete successful low-water landscape change projects. Utility Partner may also produce and disseminate educational materials. **Any materials created by Utility Partner containing Program information shall be made available to and approved by Resource Central before publication.**

- IV. Program Design and Implementation. Resource Central shall design and implement the Program. This includes creating and disseminating Program information and rules, providing customer service, verifying eligibility, distributing resources, and performing physical lawn removal as requested by participants.

- A. Eligible Property Types. The Program and associated incentives shall only be used at residential properties by legal owners or property managers. Commercial and public properties are not eligible, except by explicit written permission from the Utility Partner's Designated Representative.
- B. Program Application and Qualification Terms. To participate in the Program, each Utility Partner customer must volunteer to permanently remove at least 200 square feet of existing, watered, and maintained lawn and replace it with approved low-water landscaping. The lawn may be removed by any method except chemical removal. Each interested participant shall submit a complete and accurate Program application to Resource Central to verify that they meet the eligibility criteria and that their landscape change project will result in significant water savings. In the application, each participant shall self-certify that they are the legal owner or manager of the property at which the low-water landscape change project will occur and that they are a current customer of the Utility Partner in good standing. Each participant shall also provide the following: (1) their physical street address and water utility account number; (2) the estimated amount of lawn to be removed in square feet; and (3) a "before" photo which clearly shows the section of existing, watered, and maintained lawn to be removed. In addition, the participant shall provide their plan to adjust their irrigation system and/or watering schedule to reduce water consumption; and the types of materials and/or plants they will use to complete the project.

- C. Participant Benefits. The Utility Partner shall elect to offer any combination of Program Benefits in Attachment B section I.B to each approved participant. In their Program applications, participants shall select which available benefits to receive that best suit their project needs. Each participant shall receive no more than the Maximum Participant Benefit Amount as described in Attachment B section I.C.

1. Benefit I: Complimentary Waterwise Garden In A Box Kits.

- a) Included Materials. If the Utility Partner elects, each approved participant may receive no more than three (3) complimentary Garden In A Box kits directly from Resource Central. **The cumulative total square footage of each participant's complimentary Garden In A Box kits shall not exceed 300 square feet or three kits.** The quantity (square footage) of the complimentary Garden In A Box kit(s) shall not exceed the amount of lawn removed (e.g., if only 200 square feet of lawn is removed, only 200 square feet of complimentary Garden In A Box kits are available). Each garden kit shall include a variety of low-water starter plants in 4-inch pots; a plant-by-number design; and a planting and care manual. Participants with functional in-ground irrigation systems may also elect to receive a complimentary Rain Bird 1800-RETRO spray-to-drip irrigation retrofit kit.
- b) Garden Design and Procurement. **As inventory permits, at** least one (1) 100-square foot waterwise garden option for full sun and one (1) 100-square foot waterwise garden option for partial shade shall be made available to approved participants. If necessary, Resource Central shall select appropriate substitute plants. Resource Central shall secure and arrange procurement of all plants from local wholesale nurseries.
- c) Lawn Removal Verification. If the participant elects to remove the section of lawn on their own (i.e., they do not hire Resource Central's Lawn Removal Service), they must provide photographic evidence **in their post-project form submission,** which clearly shows that at least 75% of the lawn in the "before" photo project area has been successfully removed at least five (5) business days prior to picking up any complimentary Garden In A Box kits.
- d) Garden Distribution. All materials shall be picked up by approved participants at an existing nearby Garden In A Box distribution event, as determined by Resource Central. The garden distribution event for Utility Partner Program participants shall be conducted during the period from May 1, 2024, to June 30, 2024, with any carry-over gardens available for distribution in the months of August and September 2024. Resource Central shall provide at least one staff person and one or more volunteers to conduct the distribution event. Resource Central reserves the right to change distribution events in good faith and in coordination with Utility Partner in the event of a Force Majeure event. Resource Central staff and volunteers will comply with local, state, and federal health and safety guidelines to the greatest extent possible.

2. Benefit II: Optional Lawn Removal Service Discount.

- a) Discount. Each approved participant shall have the option to hire Resource Central to perform the Lawn Removal Service as described below. If the Utility Partner selects Benefit II, each approved participant may receive a discount of \$1.50 per square foot off the regular price of their Lawn Removal Service. The discount shall not exceed the Maximum Participant Benefit Amount minus any complimentary Garden In A Box kits.
- b) Appointment Scheduling and Staffing. All Lawn Removal Service appointments shall be scheduled **based on location, staff availability, and applicant responsiveness** and performed by Resource Central staff or reputable third-party contractors. Resource

Central shall provide enough staff or contractors and equipment necessary to perform the amount of lawn removal requested by Utility Partner, to the extent feasible.

- c) Lawn Removal Procedures. Resource Central shall have no obligation to conduct a lawn removal until the property owner or property manager has signed the Lawn Replacement Program Participant Contract (Attachment C). Resource Central shall not perform a residential lawn removal unless at least one person affiliated with the property (i.e., an owner, resident, or property manager), who is at least 18 years of age, is present on the premises at the start of the project. Lawn shall be cut to a depth of approximately 2.5 inches, or as deep as feasible depending on soil conditions, and hauled to an appropriate disposal facility. No additional services shall be offered. Property owners or managers shall be responsible for completing the low-water landscape project as described in their Program application within 30 days of the Lawn Removal Service.
  - d) Project Size Requirements and Participant Invoicing. Resource Central reserves the right to limit the maximum project size based on schedule availability. The minimum project size is 200 square feet. Utility Partner will be charged a minimum of \$300.00 per lawn removal (200 square feet times \$1.50 per square foot), regardless of final project size. Participants who wish to complete Lawn Removal Service projects in excess of their Maximum Participant Benefit Amount shall pay the outstanding balance at the standard rate of \$2.50 per square foot. Resource Central shall invoice participants for outstanding balances and may charge the participant a non-refundable deposit. The Utility Partner shall not be responsible for outstanding participant balances.
  - e) Utility Marking and Watering Restrictions. Utility line locating and marking shall be requested by Resource Central for each project as required by law. If Utility Partner watering restrictions are instituted, the Lawn Removal Service and any required operation of the irrigation system may take place outside of the property owner's permitted watering schedule. Utility Partner agrees not to enforce any watering restrictions against the Participant or Resource Central if this occurs. **Project will be cancelled if utility line markers are removed or tampered with by participant.**
  - f) Reasonable Effort. Resource Central shall make all reasonable efforts to complete the maximum amount of lawn removals requested. If (1) demand is higher than the contracted amount, (2) Resource Central staff is available, and (3) Utility Partner approves additional funds, additional lawn removal may be conducted.
- D. Application Review and Approved Low-Water Landscape Types. Resource Central shall review all applications on a first-come, first-served basis until the Number of Participants or Total Program Price, as described in Attachment B, has been reached. In order to be approved, each application must be complete and clearly demonstrate significant water savings through permanent low-water landscape change, as determined by Resource Central. Acceptable low-water landscape types include waterwise perennial gardens (preferred); vegetable gardens; small-to-medium size patios, decks and pathways made of impermeable material; Buffalograss (*Buchloë dactyloides*); other low-water grasses; clover; wildflower meadows; rock, stone, or gravel areas (not to exceed 50% of total project area); or any other combination thereof. **At least 50% plant material at full maturity is required. Artificial turf is excluded from use as a replacement.** Applications shall be rejected if they do not meet the Qualification Terms or if they do not clearly demonstrate significant water savings. Participants may be given the opportunity to amend their application at Resource Central's discretion.
- E. Consultation. Upon application approval, each participant shall be invited by email to a 15-30 minute phone consultation with a qualified Resource Central staff person. The purpose of this consultation shall be to provide additional personalized water-saving information including drip irrigation retrofitting

advice, proper soil amending and mulching, and other low-water landscaping techniques. The consultation shall also be used to answer participant questions, confirm participant benefits, and schedule Garden In A Box kit pickups and/or Lawn Removal Service appointments. Additional personalized project support may be provided to participants as deemed appropriate by Resource Central.

- F. Participant Contract. Each approved participant shall sign a copy of the official Lawn Replacement Program Participant Contract (Attachment C) after completing the consultation. In the contract, the participant shall re-certify that they meet the following criteria: (1) the Participant is a current Utility Partner customer in good standing; (2) Participant volunteers to physically remove and replace at least 200 square feet of existing, watered, and maintained lawn by a method of their choice except by chemical removal; (3) Participant agrees to provide photographic evidence that clearly shows at least 75% of the lawn in the “before” photo project area has been successfully removed at least five business days prior to picking up any complimentary Garden In A Box kits (unless the participant contracts with Resource Central to perform the Lawn Removal Service); (4) Participant will plant and maintain any Garden In A Box kits that they receive as part of the Program for their full lifespan; (5) Participant will adjust their irrigation system and/or watering habits to properly account for the new low-water landscape; and (6) Participant will complete their landscaping project within 30 days of removing the lawn. The participant is considered officially accepted into the Program and may begin removing lawn only after signing the contract.
  
- G. Participant Follow Up. Resource Central shall exercise due diligence in placing reminder phone calls or emails to participants who applied to the Program but have not completed their project. Resource Central shall also remind participants of upcoming deadlines and appointments in a timely manner. Resource Central shall conduct a participant satisfaction survey of property owners who participated in the Program and shall share results in aggregate with Utility Partner in a final report by December 31, 2024.
  
- V. Demand Updates. During the course of the Program Term, Resource Central shall provide to Utility Partner demand updates about the Program at least every other week. Updates shall also be provided to Utility Partner within five (5) business days of any written request. Both regularly scheduled and requested updates shall include a summary of Resource Central’s progress in meeting its obligations under the Agreement including the number of total applicants, the number of projects scheduled, and the number of projects completed, as well as the total partner dollars spent to date.

**ATTACHMENT B**  
**LAWN REPLACEMENT PROGRAM**  
**PAYMENT TERMS AND SCHEDULE**

LAWN REPLACEMENT PROGRAM  
PAYMENT TERMS AND SCHEDULE

I. Payment Terms

- A. Non-Refundable Program Fee. The Non-Refundable Program Fee offsets Resource Central's fixed costs of managing the Program. This includes paying staff to develop the Program and accompanying materials; soliciting, reviewing, and responding to applications; conducting phone consultations; and following up with participants. The Utility Partner shall pay Resource Central a one-time, non-refundable Program Fee of \$5,000.00.
- B. Available Participant Benefits. The Utility Partner elects to offer the following Participant Benefits as described in Attachment A section IV.C. Check box(es) below to indicate benefit selection.
- Benefit I: Complimentary low-water Garden In A Box kits, not to exceed 300 square feet or three kits per participant or the amount of lawn removed.
- Benefit II: Optional Lawn Removal Service Discount, minimum of 200 square feet paid at \$1.50 per square foot (\$300 minimum). Participant pays the remaining \$1.00 per square foot.
- C. Maximum Participant Benefit Amount. To incentivize lawn replacement and water conservation at private homes, the Utility Partner shall pay Resource Central up to \$1,000.00 per approved Program participant.
- D. Number of Participants. Utility Partner shall offer the Maximum Participant Benefit Amount to a minimum of twenty-five (25) Utility Partner Participants.
- E. Total Program Price. Utility Partner shall pay the Total Program Price, which is equal to the Non-Refundable Program Fee (A) plus the sum of the Maximum Participant Benefit Amount (C) multiplied by the Number of Participants (D). The Total Program Price shall not exceed \$30,000.00.

II. Payment Schedule, Invoicing and Deadlines

- A. Monthly Invoicing. Resource Central shall invoice Utility Partner monthly for all approved participants' complimentary Garden In A Box kits and any completed Lawn Removal Service.
1. Benefit I: Each Garden In A Box kit selected by participants will be invoiced at the retail cost (circa \$124.00-\$340.00). Additional gardens may be made available at Resource Central's discretion. Utility Partner's garden prices shall not exceed the public retail price.
  2. Benefit II: Lawn Removal Service discounts will be invoiced at \$1.50 per square foot of lawn removed, as measured by Resource Central staff, after the project has been completed. Minimum charge of \$300.00 per project, regardless of project size.
  3. Record Keeping: The name of the homeowner, address of the property, **account number**, benefit type(s), and amount of Participant Benefit received, total square footage of lawn removed, and date of any Lawn Removal Service shall be provided with the monthly invoice upon request.
- B. Payment Schedule. Utility Partner shall pay the Non-Refundable Program Fee within thirty (30) days of signing the Agreement. Payment for approved Program participants' Garden In A Box kits and Lawn Removal Service discounts shall be due within thirty (30) days of the date the invoice is issued by Resource Central. For purposes of payment deadlines, a payment shall be deemed to have been made

upon the date of its actual receipt by Resource Central. Such payment must be made by check or electronic payment (EFT) payable to Resource Central.



**ATTACHMENT C**  
**LAWN REPLACEMENT PROGRAM**  
**PARTICIPANT CONTRACT**

RESOURCE CENTRAL  
LAWN REPLACEMENT PROGRAM  
PARTICIPANT CONTRACT

The following are requirements for participating in Resource Central's Lawn Replacement Program. Failure to meet and maintain all of the requirements may result in your disqualification from the program. If you receive a Lawn Removal Service discount and/or subsidized Garden In A Box or irrigation retrofit kits as part of this program, you may be invoiced for the full retail price if you fail to maintain these requirements.

By initialing and signing this contract, you agree that:

I. Participant Acknowledgements

- A. You are a current \_\_\_\_\_ water customer in good standing and have provided an accurate utility account number with your application.
- B. You voluntarily agree to permanently remove the amount of existing grass lawn specified in your application. You attest that the area of lawn is watered and maintained on a regular basis throughout the growing season. You agree to remove the lawn without the use of chemicals.
- C. If you do not hire Resource Central's Lawn Removal Service, you must agree to email Resource Central a "during" photo which clearly shows at least 75% of the lawn in the project area has been successfully removed. The photo is due at least **ten (10)** business days before you pick up any Garden In A Box kits.
- D. You agree to finish replacing the space with any low-water features as described in your application, including any Garden In A Box kits which you receive. You agree to maintain any Garden In A Box kits for their full lifespan, about seven years, or the duration of home ownership, whichever comes first.
- E. You agree that you must replace **at least 50% of the removed turf area** with any of the following: waterwise perennial gardens (preferred); small-to-medium size patios and decks using permeable materials; Buffalograss (*Buchloë dactyloides*); other low-water grasses; clover; wildflower meadows; permeable rock, stone, or gravel areas or pathways; or any other combination thereof.
- F. You agree that you will not install artificial/synthetic turf, impermeable concrete (**patios**) or similar material, water features, invasive species, or new turf.
- G. You agree to properly adjust and maintain your irrigation system and/or watering schedule to account for the new low-water landscape features.
- H. If you hire Resource Central to perform the Lawn Removal Service, you understand that:
  - 1. The lawn will be cut to a depth of approximately 2.5 inches. In rare cases when soils are overly compacted and dry, it may not be feasible to remove the full 2.5 inches of material. **No more than 3.5 inches of grass and soil will be removed.**
  - 2. Resource Central can only guarantee removal of the amount of lawn specified in your Lawn Replacement Program Application. Requests to remove additional lawn may be denied for any reason.
  - 3. Resource Central may briefly test the landscape irrigation system at the address below with your permission. The test may involve operating the landscape irrigation system through valves and/or the irrigation control clock.

4. It is nearly impossible to remove some types of grass and weeds due to extremely deep and extensive root systems. Resource Central cannot be held responsible for any plant re-growth in the project area.
5. You are required to **mow your lawn within 3 days of your project as well as** remove pet excrement and debris (tree branches, leaves, etc.) from the project area prior to Resource Central's arrival on site. Resource Central reserves the right to cancel your project or charge an additional \$500.00 if the project area is not cleared in advance. Your deposit will not be refunded if your project is canceled for failure to prepare the project area.

Participant Initials: \_\_\_\_\_

## II. Water Records Release

The impacts of Resource Central's Lawn Replacement Program are being recorded and analyzed for effectiveness. This requires a longitudinal study of participant water usage histories gathered from the participant's water utility. The information is used in aggregate to show trends and impacts that result from the program and do not single out any individual participant's water usage history to third parties. Any information obtained relating to the individual participant will be kept anonymous and confidential by Resource Central.

By initialing below, I certify that I am or was the utility user at the address listed below. I understand that Section 24-72-204(3) (a) (IX) of the Colorado Revised Statutes prohibits the release of my name, address, telephone number and personal financial information as a past or present user of a public utility. I hereby consent and give permission to my water provider,

\_\_\_\_\_, to release my water usage and billing information to Resource Central. I further release and hold harmless my water provider as listed above from any claim, demand, action or right of action arising out of or related to the release of my name, address, and my water usage to Resource Central or which results from actions by my water provider or Resource Central relating to this program.

Participant Initials: \_\_\_\_\_

## III. Lawn Removal Service Payment

If you hire Resource Central to perform the Lawn Removal Service, you must agree to the following payment terms:

- A. All Lawn Removal Service payments must be made by credit or debit card. The final project price will be agreed upon before any work begins.
- B. **To secure your appointment, a 50% deposit is required, and this payment must be made by April 1, 2024. If you pay the deposit before this date, you are eligible for a refund, but this refund option is only available until April 1, 2024. After that date, the deposit becomes non-refundable.**
- C. The standard cost for the Lawn Removal Service is \$2.50 per square foot. You may be eligible for a discount from your water utility or municipality, as determined by the discount finder/eligibility tool on the website. The minimum project size is 200 square feet, regardless of discount.
- D. Resource Central staff will remove the square footage finalized during the application process. Please note that you will be charged for the square footage you provide during your consultation. Any additional square footage beyond the estimated amount will not be removed, nor will any lawn be removed without your permission.

\_\_\_\_\_ I AGREE to hire Resource Central's Lawn Removal Service

\_\_\_\_\_ I DECLINE to hire Resource Central's Lawn Removal Service

IV. Liability Waiver

- A. You represent and warrant that you are the legal owner and/or manager of the property located at the address below. You acknowledge that it is your responsibility to comply with any and all municipal and/or homeowners' association landscaping codes, standards, and ordinances.
- B. You agree to accept full and exclusive responsibility for any additional costs related to participation in the program without recourse to Resource Central. You assume all risk and liability for your lawn replacement project.
- C. You acknowledge that removing a portion of lawn necessitates changing the scheduled irrigation program(s) on your control clock, if applicable. It is your responsibility to check the irrigation control clock and valves after the Lawn Removal Service to make sure they are turned on and programmed properly for the new landscape features. You are responsible for watering your landscape and monitoring the irrigation system and overall health of the landscape. Resource Central is not responsible for plants, trees, and shrubs that are damaged due to improper watering.
- D. You understand that the Affidavit of Lawful Presence as set forth in Title 24, Article 76.5 CRS is not required for this program as its purpose is not to provide assistance for personal or family needs, i.e., a "public benefit," but to incentivize residents to conserve water.
- E. You agree that all photos and video provided as part of your participation in the program or taken during the Lawn Removal Service will be owned by Resource Central and may be used in promotional material.
- F. You understand that Colorado Senate Bill 18-167 requires locating and marking all utility lines for any and all digging projects. If you hire Resource Central's Lawn Removal Service, a utility marking request will be submitted to Colorado 811 on your behalf. You agree to grant access to your property and project area for the purpose of utility locating and marking. You agree to leave marking flags and paint in place until your Lawn Removal Service is complete. If marking flags have been removed, your appointment may be canceled and your deposit will not be refunded. You must also inform Resource Central staff of any known privately owned buried utility, irrigation, or similar components. Resource Central cannot be held liable for damage to outbuildings, private utilities, irrigation, or similar underground infrastructure. If you do NOT hire Resource Central's Lawn Removal Service, it is your responsibility to submit a utility location request to Colorado 811.
- G. If your property is covenant controlled and/or part of a homeowners' association (HOA), you are responsible for seeking and obtaining proper approval for your landscape change project prior to starting any work. Resource Central is not responsible for fines, fees, or penalties imposed by HOAs or similar entities.
- H. You hereby release any claims against, and hold harmless, Resource Central and its officers, agents, employees, **partners**, and contractors against all liabilities, judgments, costs, and expenses arising out of, or related to (i) the testing of the landscape irrigation system and any system malfunction during or after the Lawn Removal Service; and (ii) physical damage to any landscape features, existing trees and plants, and/or built structures except to the extent arising out the gross negligence or willful misconduct of Resource Central; and (iii) physical damage to any utility lines, including phone, television, and internet lines except to the extent arising out of gross negligence or willful misconduct of Resource Central.

Printed Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SLOW THE FLOW IRRIGATION AUDIT PROGRAM AGREEMENT

THIS Slow the Flow Irrigation Audit Program Agreement (“Agreement”) is made on                      (“Effective Date”), by and between Resource Central and Castle Pines North Metropolitan District (“Utility Partner”) (each individually a “Party,” or collectively “Parties”).

### ***Recitals***

1. WHEREAS in most communities across the western United States, over half of all residential water is consumed outdoors, primarily for watering turf landscapes. Outdoor water use typically occurs during a short 3-4 month season, resulting in very high peak seasonal usage, and correspondingly high demands on most water providers. Although outdoor water use is water-intensive, there is significant potential for water savings because generally there is a great deal of inefficiency in most irrigation systems. Many irrigation systems can benefit from simple changes such as fixing or adjusting sprinkler heads, ensuring appropriate operating pressure, and implementing appropriate watering schedules;
2. WHEREAS increasing irrigation system efficiency and teaching property owners and responsible parties (“Customers”) about best management practices has many positive benefits for the Utility Partner provider, the homeowner, the community, and the environment. Not only can this reduce the demand for water during peak service hours and help avoid unnecessary costs to the Utility Partner and community, it can also result in greater cost effectiveness for the Customer, and provide them with the knowledge to have a healthier landscape. Additionally, the amount of runoff associated with inefficient irrigation systems and improper watering practices can be significantly reduced. This not only helps avoid damage to sidewalks and streets, but it also results in improved water quality because irrigation runoff is not being washed down the storm drains; and
3. WHEREAS to provide these benefits for Utility Partner’s water customers, Utility Partner wishes to engage Resource Central to organize and conduct the Slow the Flow Irrigation inspection program (“Program”) for the term specified in Section III in partnership with Utility Partner.

### ***NOW THEREFORE, in consideration of the terms and conditions contained herein and other good and valuable consideration, the Parties agree as follows:***

#### I. Program Obligations

##### A. Resource Central Obligations

Resource Central shall provide the services described in the Slow the Flow Irrigation Audit Program Scope and Conditions of Work, attached hereto as Attachment A (“Services”).

##### B. Utility Partner Obligations

1. Work Order and Obligations. Utility Partner shall complete the Work Order and Obligations, attached hereto as Attachment B, no later than the time the Agreement is completed and returned to Resource Central or Friday, February 9, 2024, whichever comes first. In the Work Order and Obligations, Utility Partner shall

identify the precise nature of services requested, including but not limited to: the number and type of Customers who may participate in the Program, and whether Utility Partner wishes to implement a prioritization system for Customer participation. Utility Partner shall also comply with all obligations specified in the Work Order Obligations.

2. Marketing and Publicity. Utility Partner shall be responsible for publicizing the availability of the Program to its Customers in **at least** one round of marketing. Efforts to publicize the Program to its Customers may include, but are not limited to, advertising media such as the Utility Partner's bill inserts, website, social media, newsletter, and direct mailing. **If only one round will take place, the marketing must be in the form of a water bill insert.**

Resource Central will develop a marketing toolkit containing these promotional templates and individual advertisement components for the Utility Partner to use. Resource Central will supply a recommended marketing calendar and template, which will list the recommended dates and media type(s) for the Utility Partner to disseminate marketing materials using the marketing toolkit. Advertising content may be created by either Resource Central or Utility Partner; however, Utility Partner must use the toolkit components (i.e., verbiage, logos, photographs) for Program advertisements and all efforts must be approved by Resource Central prior to publishing. **All marketing toolkit contents are property of Resource Central and are to be used exclusively to advertise and promote its programming.**

If Resource Central determines sufficient demand exists, despite all rounds of advertising having not been completed, Resource Central may waive the requirement that Utility Partner conduct an additional advertising round. Resource Central shall provide Utility Partner with notice of any such waiver in writing.

For the purposes of communication regarding program marketing and outreach, Resource Central requests the contact information of a designated marketing point of contact. The person(s) named below is designated Utility Partner's representative(s) for marketing efforts.

**For Utility Partner:**

Nathan Travis  
District Manager  
Castle Pines North Metro District  
7404 Yorkshire Dr  
Castle Pines, CO 80108  
303-242-3262  
nathan@cpnmd.org

3. Complete and Submit Signed Agreement and Attachments. Utility Partner shall submit to Resource Central a signed copy of the Agreement no later than Friday, February 9, 2024.

II. Price, Payment Amount, and Billing Procedure

- A. Payment of Program Price. Utility Partner shall pay Resource Central the program price, pursuant to the Slow the Flow Irrigation Audit Program Payment Schedule and Terms, attached hereto as Attachment C.

### III. Term

- A. Term of Agreement. The Term of this Agreement commences on the Effective Date and terminates on December 31, 2024, or on the date the Agreement is earlier terminated, as provided herein.

### IV. General Provisions

- A. Record-Keeping Requirements. Both Resource Central and Utility Partner shall maintain all records, documents, communications, and other material that pertain to this Agreement (“Records”) for a period of three (3) years from the date of final payment under this Agreement, unless Resource Central or Utility Partner requests that the records be retained for a longer period. Resource Central and Utility Partner each shall provide access to such Records to the other during normal business hours for review and copying.
- B. No Delegation. Except as otherwise provided, the Parties’ duties and obligations shall not be assigned, delegated, or subcontracted except with the express prior written consent of the other Party. All subcontractors shall be subject to the requirements of this Agreement.
- C. Indemnification. To the extent allowed by law, Utility Partner, on behalf of itself and its successors and assigns, agrees to indemnify, defend, and hold harmless the Resource Central, its officers, directors, and employees, contractors, and volunteers from and against losses, liabilities, expenses, and costs, including, without limitation, reasonable attorney’s fees and costs, arising out of (i) the negligent performance under this Agreement by Utility Partner or any person employed by or acting on behalf of Utility Partner; or (ii) any injury to persons or property to the proportional extent caused by the negligent or intentional acts or omissions of Utility Partner, or any person employed by or acting on behalf of Utility Partner, during the performance of Services under this Agreement.

To the extent allowed by law, Resource Central, on behalf of itself and its successors and assigns, agrees to hold harmless and indemnify Utility Partner, its officers, directors, and employees, and contractors from and against losses, liabilities, expenses, and costs, including, without limitation, reasonable attorney’s fees and costs, arising out of (i) the negligent performance of Services under this Agreement by Resource Central or any person employed by or acting on behalf of Resource Central; or (ii) any injury to persons or property to the proportional extent caused by the negligent or intentional acts or omissions of Resource Central, or any person employed by or acting on behalf of Resource Central, during the performance of Services under this Agreement.

- D. No Third-Party Rights. Except as otherwise provided, this Agreement shall inure to the benefit of, and be binding only upon, the Parties. No third-party beneficiary rights or benefits of any kind are expressly or impliedly provided herein.
- E. Designated Representatives. For the purpose of this Agreement, the persons named below are designated the representatives of the Parties. Unless otherwise provided in this Agreement, all notice required to be given by the Parties shall be given either by hand delivery or email, with confirmed receipt, or by registered or certified mail to the



representative named below. The Parties may designate in writing a new or substitute representative:

**For Resource Central:**

Neal Lurie  
President  
Resource Central  
6400 Arapahoe Road, Suite B  
Boulder, CO 80303  
303-999-3820 x202  
nlurie@ResourceCentral.org

**For Utility Partner:**

Nathan Travis  
District Manager  
Castle Pines North Metro District  
7404 Yorkshire Dr  
Castle Pines, CO 80108  
303-242-3262  
nathan@cpnmd.org

- F. Default and Remedies. If either Party fails to comply with this Agreement, the other Party shall provide written notice specifying the breach, and the breaching Party shall be allowed thirty (30) days to cure, or such longer period as agreed to by the Parties in writing if the cure will require additional time. If the breaching Party fails to cure the breach timely under this agreement, the non-breaching Party shall have all remedies available in law or in equity. The waiver of any breach of a term hereof shall not be construed as a waiver of any other term or the same term upon subsequent breach.
- G. Modifications. This Agreement is intended as the complete integration of understanding between the Parties. This Agreement may only be modified or amended upon written mutual agreement by the Parties.
- H. Severability. The terms of this Agreement are severable, and should any term or provision hereof be declared invalid or become inoperative for any reason, such invalidity or failure shall not affect the validity of any other term or provision hereof.
- I. Exhibits. All exhibits and attachments to this Agreement shall be deemed incorporated herein by reference.
- J. Independent Contractor. Resource Central shall perform the Services under this Agreement as an independent contractor. The parties do not intend, nor shall it be construed that Resource Central or any Resource Central subcontractor or employee is an employee of the Utility Partner for any purposes whatsoever.
- K. Employee Financial Interest. The Parties aver that to their knowledge, no employee of Utility Partner has any personal or beneficial interest whatsoever in the service or property described herein.
- L. Legal Authority – Signatory. Each Party represents and warrants that it possesses the legal authority to enter into this Agreement and that it has taken all actions required by its procedures, by-laws, and applicable laws to exercise that authority, and to lawfully authorize its undersigned signatory to execute this Agreement, or any part thereof, and to bind itself to its terms. If requested by the other Party, each Party shall provide the other with proof of its authority to enter into this Agreement within 15 days of receiving such request.
- M. Choice of Law. Colorado law shall be applied in the interpretation, execution, and enforcement of this Agreement. Any provision included or incorporated herein by reference that conflicts with Colorado law shall be null and void. Any provision

incorporated herein by reference that purports to negate this provision in whole or in part shall not be valid or enforceable or available in any action at law, whether by way of complaint, defense, or otherwise. Venue for a legal action relating to the interpretation, execution, or enforcement of this Agreement shall be in the District Court, Boulder County, Colorado.

- N. Force Majeure. Resource Central shall not be held liable or responsible to the Utility Partner nor be deemed to have defaulted under or breached this Agreement for failure or delay in fulfilling or performing any term of this Agreement due to circumstances beyond its control (generally, a “Force Majeure Event”) including, but not limited to, national emergencies, unusually severe weather (including fire and flood), catastrophe, acts of God, insurrection, war, riot, epidemic, quarantine restrictions, labor disturbances, or embargoes. The occurrence of any Force Majeure Event shall excuse Resource Central from performing its obligations under this Agreement. However, the occurrence of a Force Majeure Event shall not excuse the Utility Partner’s obligation under this Agreement to pay the Non-Refundable Deposit.
- O. Intellectual Property Rights. All work product(s) created under this Agreement, including software, drawings, videos, manuals, survey data and related reports, charts, photographs, designs, papers, documents and copies, abstracts and summaries thereof, whether printed material, original works of authorship, electronic documents and intellectual property produced, invented, reduced to practice, or created as a result of the work performed under this Agreement (“Creations”) shall be the sole property of Resource Central and may not be used, sold, licensed or disposed of in any manner without prior written approval of Resource Central. To the maximum extent permitted by applicable law, all Creations shall be deemed works made for hire under the United States copyright laws, and all right, title, and interest in and to such work product shall vest automatically in Resource Central.
- P. Non-Disclosure of Confidential Material. Resource Central acknowledges that Utility Partner has made, or may make, available to Resource Central customer records, which contain personally identifiable information (“Confidential Material”). Except as essential to Resource Central’s performance under this Agreement, Resource Central shall not: (a) make any disclosure of the Confidential Material to any third party; (b) duplicate or copy the Confidential Material; or (c) use the Confidential Material for any purposes outside the scope of Resource Central’s performance under this Agreement. In the event Resource Central discloses Confidential Material to a third party, all personally identifiable information shall be redacted. Resource Central shall notify each person to whom any disclosure is confidential, that the Confidential Material shall be kept confidential.
- Q. Termination. Resource Central may terminate this Agreement for any reason by providing thirty (30) days written notice to Utility Partner the “Termination Notice”). Utility Partner must compensate Resource Central for any work completed prior to and including the date of termination, as specified in the Termination Notice.

IN WITNESS WHEREOF, each Party has executed this Memorandum of Agreement or caused it to be executed on its behalf by its duly authorized representatives.

**Resource Central**

**Utility Partner**

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

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

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT A**  
**SLOW THE FLOW IRRIGATION AUDIT PROGRAM**  
**SCOPE AND CONDITIONS OF WORK**

SLOW THE FLOW IRRIGATION AUDIT PROGRAM  
SCOPE AND CONDITIONS OF WORK

I. Scope of Work

A. Performance of Audits

1. Audit Procedures. Resource Central employees (“Technicians”) shall conduct site visits and evaluate the efficiency of residential and non-residential irrigation systems, as specified by Utility Partner in the Work Order and Obligations, attached hereto as Attachment C. The evaluations (“Audits”) shall begin with a visual inspection of the irrigation system, which shall identify design issues, broken parts, capital improvements, and maintenance problems. The Technicians shall visually check for leaks during this time and measure the irrigable area of the property during the Audits.

The Technicians shall then conduct two tests on representative zones for the irrigation systems. The tests performed measure the distribution uniformity, precipitation rate, pressure, and soil type of the zones. These tests provide the Technicians with the information necessary to make recommendations to the Customer for improving the efficiency of the irrigation systems. Due to the different characteristics of rotor heads and spray heads, the Technicians are unable to test any irrigation zones that utilize both sprays and rotors on the same circuit, otherwise known as a mixed zone. If both rotors and spray heads are utilized on the property, but in separate zones, at least one test shall be performed for each type of head.

After conducting these tests, the Technicians shall develop a site-specific watering schedule for the tested zones. The watering schedule can serve as a representative schedule for zones with similar characteristics. All results and recommendations are included in a synopsis for the Customer (“Audit Report”). The Technician reviews the Audit Report with the Customer, explains additional landscape best management practices, provides horticultural resources, and makes all attempts to answer any questions the Customer may have. The Technicians shall follow up with Customers if any further clarification is needed.

2. Non-Residential Audit Procedures. In conducting non-residential property Audits, in addition to the standard Audit Procedures, the Technicians shall conduct an appropriate number of tests (25-50% of all turf zones) on each sub-property comprising the non-residential property being audited. A written report detailing problems found zone by zone as well as the results from tests conducted shall be generated and sent to the Customer within two weeks of completing the Audit.
3. Number of Technicians. Audits of residential properties shall be conducted by one Technician; Audits of non-residential properties may require the participation of two Technicians.
4. Provision of Technicians. Resource Central shall provide the Technicians necessary to perform the number of Audits requested by Utility Partner in the Work Order and Obligations.

B. Customer Service and Scheduling of Audits

1. Customer Service. Resource Central shall handle all customer service issues related to the Program, including answering Customer questions and addressing any concerns.
2. Scheduling. Resource Central employees (“Schedulers”) shall schedule Audits of residential and non-residential properties.

3. Provision of Schedulers. Resource Central shall provide the Schedulers necessary to schedule the number of Audits requested by Utility Partner in the Work Order and Obligations.
4. Scheduling Priority. Schedulers shall schedule Audits of residential and non-residential properties on a first-come, first-served basis, unless directed otherwise by Utility Partner in the Work Order and Obligations.
5. Reminders. If the appointment is scheduled more than two days in advance, Resource Central shall exercise due diligence in placing reminder phone calls or emails.
6. Coordinating Appointments for Non-Residential Audits. Once a non-residential Customer has completed the application and necessary liability form, Schedulers will work with the Customer to coordinate an appointment time for the non-residential audit. To avoid gaps in the schedule or having to unnecessarily waitlist interested properties, deadlines to coordinate appointment times for non-residential properties may be imposed by the Scheduler on any non-residential properties. If the deadline is not met, the Scheduler shall move the property to the bottom of the request list and shall begin working with another property. This provides an incentive for efficient and timely communication between all parties involved.

C. Number and Type of Audits to be Completed

1. Allocation of Audits. Pursuant to Section I.B.2 of the Slow the Flow Irrigation Audit Program Agreement, Utility Partner may allocate a set number of Audits toward residential and non-residential properties in the Work Order and Obligations.
2. Re-Allocation of Audits by Resource Central. If the demand to complete the number of Audits for a specific property type is not sufficient, but there is sufficient demand to complete the number of Audits for another property type that has been deemed eligible by Utility Partner, Resource Central has the right to transfer the allocated number of Audits to the other property type after August 5, 2024. Resource Central shall notify Utility Partner when it appears as though this situation may occur.
3. Reasonable Efforts. Resource Central shall make all reasonable efforts to complete the maximum number of Audits agreed to. If (1) demand is higher than the contracted amount, (2) Resource Central staff is available, and (3) Utility Partner approves additional funds, more Audits may be conducted.

D. Program Updates

1. Demand Updates. During the course of the Program Term, Resource Central shall provide to Utility Partner updates about the Program at least every other week.
2. Updates Upon Request. Updates shall also be provided to Utility Partner within five (5) business days of any request.
3. Contents of Updates. Both regularly scheduled and requested updates shall include a summary of Resource Central's progress in meeting its obligations under the Agreement. This includes the number of Audits completed, the number of Audits scheduled but not yet completed, and the number of Audits requested but not yet scheduled.

4. Delivery of Updates. Resource Central shall email such updates to the following address(es):  
nathan@cpnmd.org

E. Post-Audit Activities

1. Customer Satisfaction Surveys. After the Program Term has ended, Resource Central shall conduct a customer satisfaction survey of all property owners requesting and receiving irrigation Audits. Resource Central shall also compile and analyze the data collected from the irrigation Audits. The survey results and the data analysis shall be included in a final report detailing the Program results. Resource Central shall provide Utility Partner with this report by December 31, 2024.
2. Impact Analysis Report. Resource Central shall prepare an Impact Analysis Report. To prepare that report, one year after the Audit period has ended, Resource Central shall compare the pre- and post-Audit water usage of all residential Customers requesting and receiving Program Audits. Resource Central will assess their water usage over time and in comparison to climate conditions. Resource Central shall use this information to produce the Impact Analysis Report, using multiple methods of analysis along with charts and graphs to determine and analyze the water savings benefits of the Program. This analysis shall be based on methodology developed by Resource Central, which has been approved by peers in the water community, and presented at a variety of conferences. The report includes summary data, numerous types of analyses, charts, graphs, and explanatory narrative sections. To provide transparency, Resource Central shall also include anonymous residential Customer data.

II. Conditions of Work

1. Responsible Adult Must be Present. Resource Central shall not perform a residential Audit unless at least one person affiliated with the property (i.e., an owner or resident), who is at least 18 years of age, is present on the premises for the duration of the Audit. Resource Central shall not perform a non-residential Audit unless the Technician(s) are able to meet with the property owner or the property owner's designee responsible for the management of the non-residential property during the visual inspection of the property.
2. Liability Waiver Must be Signed. Resource Central shall have no obligation to conduct an Audit until the property owner to be audited has signed a Program Liability Waiver, attached hereto as Attachment D.
3. Non-Enforcement of Watering Restrictions. If watering restrictions are instituted, the Audit may take place outside of the property owner's permitted watering schedule. Utility Partner agrees not to enforce any watering restrictions against the Customer or Resource Central if this occurs.

**ATTACHMENT B**  
SLOW THE FLOW IRRIGATION AUDIT PROGRAM  
WORK ORDER AND OBLIGATIONS



SLOW THE FLOW IRRIGATION AUDIT PROGRAM  
WORK ORDER AND OBLIGATIONS

**Number of Audits**

Subject to Resource Central's approval and consent, Utility Partner requests that Resource Central conduct Audits for a Total Program Price of \$15,836.00.

**Term of Program**

Subject to Resource Central's approval and consent, Resource Central shall conduct the Program from June 5, 2024, through October 4, 2024, weather, staff, and demand permitting. Resource Central may in its sole discretion choose to extend the term of the Program. Resource Central shall provide notice of any such extension to Utility Partner in writing.

**Marketing and Publicity**

Utility Partner shall be responsible for marketing and publicizing the availability of the Program to its Customers in **at least** one round of marketing. Utility Partner may use any combination of the following media: bill inserts, website, social media, newsletter, and direct mailing. **If only one round will take place, the marketing must be in the form of a water bill insert.**

A marketing toolkit, developed by Resource Central, will contain promotional templates and individual advertisement components for the Utility Partner to use. Resource Central will supply a recommended marketing calendar and template, which will list the recommended dates and media type(s) for the Utility Partner to disseminate marketing materials using the marketing toolkit. Advertising content may be created by either Resource Central or Utility Partner; however, Utility Partner must use the aforementioned marketing toolkit components (i.e., verbiage, logos, photographs) for Program advertisements and all efforts must be approved by Resource Central prior to publishing. **All marketing toolkit contents are property of Resource Central and are to be used exclusively to advertise and promote its programming.**

If Resource Central determines a sufficient number of requests exist despite all rounds of advertising having not been completed, Resource Central may waive the requirement that Utility Partner conduct an additional advertising round. Resource Central shall provide Utility Partner with notice of any such waiver in writing.

**Eligibility Requirements and Standard Operating Procedure**

Resource Central Slow the Flow Program's standard operating procedure is to allow repeats on residential appointments, i.e., previous residential participants can have another audit from a previous year. We also conduct outdoor irrigation audits on non-residential properties, such as HOAs, commercial/business, and municipal or civic properties.

It is the Utility Partner's responsibility to inform Resource Central if properties or repeats are ineligible or restricted in quantity. If the Utility Partner has any special requests outside the aforementioned standard operating procedure, please contact Elisabeth Bowman, Conservation Engagement Manager, at [ebowman@resourcecentral.org](mailto:ebowman@resourcecentral.org) or 303-999-3820 ext. 210.

## **Additional Obligations**

1. Attach a sample water bill to the Work Order and Obligations. Resource Central attempts to obtain water account numbers from properties we audit. Please circle on Utility Partner's water bill which number Resource Central should retrieve.
2. If applicable, provide Resource Central with a description of watering restrictions and rebates and provide rebate forms if available.
3. Please notify Resource Central if any of the Slow the Flow Colorado paperwork is needed for a resident to receive a rebate.
4. Please notify Resource Central of any changes to watering restrictions or rebate forms as soon as they occur.
5. Please provide Resource Central with a description of any local government code provisions that may be relevant to conducting irrigation audits (such as check valve requirements, irrigation efficiency standards, etc.).
6. Resource Central requires participants to complete a Liability Waiver and Water Records Release, attached hereto as Attachment D, before receiving an audit. This waiver declares that Resource Central may access the participant's water records. Waiver is attached for Utility Partner reference. Please review the attached waiver to make sure it meets your local government's requirements for customer access of water records.

If the waiver does not meet your requirements, please contact Elisabeth Bowman, Conservation Engagement Manager, at [ebowman@resourcecentral.org](mailto:ebowman@resourcecentral.org) or 303-999-3820 ext. 210.

7. Utility Partner shall provide Customer water records to Resource Central in the format requested by Resource Central within four (4) weeks of receiving such a request from Resource Central.

**ATTACHMENT C**  
SLOW THE FLOW IRRIGATION AUDIT PROGRAM  
PAYMENT SCHEDULE AND TERMS

SLOW THE FLOW IRRIGATION AUDIT PROGRAM  
PAYMENT SCHEDULE AND TERMS

I. Payment Terms

A. Program Price

1. Residential Audits. Residential Audits shall be billed at a standard cost of \$111.00.
2. Non-Residential Audits. Large properties (including but not limited to HOA common areas, commercial properties, etc.) are billed at \$61.50 per hour per Technician conducting an Audit and includes but is not limited to travel time, conducting the visual inspection, performing tests, answering questions, and preparing the Audit Report.
3. Total Audit Price. The Total Audit Price shall be equal to the total dollar amount of Audits requested by Utility Partner in the Work Order and Obligations. Based on Utility Partner's contract of \$15,836.00, the Total Audit Price is \$11,877.00.
4. Non-Refundable Deposit. The Non-Refundable Deposit offsets Resource Central's fixed costs of managing the Program and paying staff, who are hired based on the funds specified in this Agreement. Based on Utility Partner's contract of \$15,836.00, the Non-Refundable Deposit is \$3,959.00.
5. Total Program Price. Utility Partner shall pay the Total Program Price, which is equal to the sum of the Non-Refundable Deposit and the fees for all completed Audits (\$15,836.00).

B. Cancellations

1. If an Audit is cancelled prior to the Technician arriving on site due to adverse weather conditions (i.e., lightning, heavy rain, or significant wind conditions), Utility Partner shall not be charged for the Audit and all attempts shall be made to reschedule. If weather interrupts a residential Audit that is already underway and it cannot be completed at that time, Utility Partner shall be charged the agreed-upon amount as well as \$63.00 per Audit Hour for the time needed to complete the Audit at a later date.
  - a. Residential. Audit cancellations made with at least one (1) full business day's notice shall not be charged to Utility Partner. No-shows or cancellations of residential Audits made with less than one (1) full business day's notice of the scheduled appointment shall be charged to Utility Partner at the standard rate and shall not be rescheduled unless the reason for cancellation falls within the category of an emergency situation as described below. The following events shall be considered emergencies: life- or limb-threatening medical situations, death of a friend or family member, or a major sprinkler system malfunction that would prohibit the Audit from taking place (i.e., broken mainline/backflow preventer, etc.). The sprinkler system malfunction must have occurred within 24 hours of the scheduled appointment.
  - b. Non-Residential Properties. Audit cancellations made with at least five (5) full business days' notice shall not be charged to Utility Partner. No-shows or cancellations of non-residential Audits made with less than five (5) full business days' notice of the scheduled appointment shall be charged to Utility Partner at 25% of the anticipated full billable amount based on property size and shall not be

rescheduled unless the reason for cancellation falls within the category of an emergency situation as described below. The following events shall be considered emergencies: life- or limb-threatening medical situations, death of a friend or family member, or a major sprinkler system malfunction that would prohibit the Audit from taking place (i.e., broken mainline/backflow preventer, etc.). The sprinkler system malfunction must have occurred within 24 hours of the scheduled appointment.

## II. Payment Schedule and Invoicing

- A. Payment Schedule. Utility Partner shall pay the Non-Refundable Deposit within thirty (30) days of signing the Agreement. Such payment must be made by check or electronic payment (EFT) payable to Resource Central.

Utility Partner shall pay for completed Audits on a monthly basis, pursuant to the Invoicing terms specified below.

- B. Invoicing. Resource Central shall bill Utility Partner monthly for all work completed pursuant to the Agreement. The Customers' Utility Partner-issued account numbers, when available, as well as the name of the homeowner, address of audited property, and date of Audit for that property shall be provided with the monthly invoice. Payment shall be due within thirty (30) days of the date the invoice is issued by Resource Central.

Resource Central shall include on its monthly invoice for non-residential Audits the name and address of each Customer coordinating the Audit with Resource Central. Resource Central shall make all reasonable attempts to obtain non-residential Audit account numbers and shall include the name and type of property audited. For non-residential properties Resource Central shall provide an accounting of the number of hours spent on site and the number of hours spent creating the Audit report.

- C. Payment Deadlines. For purposes of these payment deadlines, a payment shall be deemed to have been made upon the date of its actual receipt by Resource Central.

**ATTACHMENT D**  
SLOW THE FLOW IRRIGATION AUDIT PROGRAM  
LIABILITY WAIVER AND WATER RECORDS RELEASE

**LIABILITY WAIVER**

By signing this waiver, you acknowledge that Resource Central will test the efficiency of your landscape irrigation system at your request. The testing will involve operating the landscape irrigation system through the manual valves and/or through the irrigation control clock. Resource Central may need to turn the system off during the inspection. **Resource Central is not responsible for any system malfunction during or after the landscape irrigation inspection.** It is the responsibility of the property owner/manager to check the irrigation control clock after the inspection to make sure it is both turned on and programmed properly. Resource Central will leave the property owner/manager with a recommended watering schedule that will likely necessitate the property owner/manager change the scheduled irrigation program on the irrigation control clock. In the case that the property owner/manager requests to have the irrigation technician change the program schedule on the irrigation control clock, it will be the property owner's/manager's responsibility to confirm that the program is scheduled for the preferred times. The property owner/manager will be responsible for monitoring the health of the landscape. **Resource Central will not be held responsible for any damage to the landscape as a result of the change in the watering schedule.**

Printed Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WATER RECORDS RELEASE**

The impacts of the Slow the Flow program are being monitored for the next 2-5 years. This requires a comparison of customer water usage histories gathered from his/her water provider. The information is used to show trends and impacts that result from the program and do not single out any individual customer's water usage history to third parties. Any information obtained relating to the individual customer will be kept anonymous and confidential by Resource Central.

I am or was the utility user at: \_\_\_\_\_ . I understand that Section 24-72-204(3) (a) (IX) of the Colorado Revised Statutes prohibits the release of my name, address, telephone number and personal financial information as a past or present user of a public utility.

I hereby consent and give permission to my water provider, (please list in space provided) \_\_\_\_\_ to release my water usage and billing information to Resource Central.

I further release and hold harmless my water provider as listed above from any claim, demand, action or right of action arising out of or related to the release of my name, address, and my water usage to Resource Central or which results from actions by my water provider or Resource Central relating to this program.

Printed Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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:** Jim Worley, District Manager  
David McEntire, President

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

**Date:** December 22, 2020

**Regarding:** An initial MOU between the City of Castle Pines and the Castle Pines North Metro District (CPNMD) for the reconstruction of Castle Pines Parkway and the Metro Districts water line.

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### Project Overview

The City of Castle Pines' City Council has approved the budget for the design and reconstruction of Castle Pines Parkway from Yorkshire west to Monarch, stopping short of the recently reconstructed Monarch intersection. Currently the City and the CPNMD are in the design phase of a joint project for the roadway and water line reconstruction. The rationale for the choice of this section included the knowledge of the desired water main replacement. All parties understand that this is only one section of the total water main replacement desired. 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 the combination of multiple shared tasks for efficient completion. Additionally, with this combination, the disruption to the community, which will be major, will be substantially shortened in this one and done methodology.

### CPNMD Overview

CPN is to replace the existing 10-inch ductile iron (DI) pipe located adjacent to Castle Pines Parkway from Yorkshire Drive west to Monarch Boulevard. Approximately 2,750 linear feet of existing water line is proposed to be replaced. The replacement will be completed as part of the City's roadway improvement project for the same portion of Castle Pines Parkway. Water line plans prepared by Kennedy Jenks (KJ) will be 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 12-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.

### **Engineer Scopes**

Both Bohannon Huston, Inc. and Kennedy Jenks provided an outline of their proposed work:

- City/BHI responsibility:
  - Road reconstruction design, plans and construction between Monarch Blvd and Yorkshire Dr including
    - 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:
      - Survey
      - 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 design
  - 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**

As the design is still in progress the final financial details are not available. What is known is that based on the current engineer's estimates, the complete reconstruction of the identified section of roadway reconstruction is approximately four million dollars, which means the CPNMD would be responsible for one quarter of this costs. Please recognize this is a high-level estimate and during the design and bid document development actual quantities for work will be identified for clear expectations of cost responsibility.

Based on the current layout, the CPNMD will be responsible for the reconstruction costs of the northern most west bound lane from Yorkshire to Monarch. Other miscellaneous costs the CPNMD will be fully responsible for are any specific items that the normal road reconstruction would not have encountered. This could include utility relocations, temporary work necessary for water line connections, and other miscellaneous items still to be identified. What is currently known is all work east of Yorkshire or in the Monarch Intersection will be the sole responsibility of the CPNMD. If the CPNMD needs other tasks outside of the agreed upon general scope, the City is open to including them into the project. The City recognizes the advantages for all parties and minimization of impacts to the community.

January 18, 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 January 22, 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, and KJ is working to complete the Project as-builts.
  - Status: Project Construction Complete
- **Tank Rehabilitation Program**: Glacier Construction Co. is continuing to work through their Contract work. The Contractor is currently coating the insides of the three (3) WTP Tanks.
  - Status: Project completion is slated for March 2024.
- **Liquid Ammonia Sulfate (LAS) Storage and Feed System Upgrade**: This project has been bid and awarded to CGRS. The project hosted the project kick-off on January 10<sup>th</sup>. Formal NTP will be issued to CGRS by the end of January.
  - Status: Bid Awarded, Construction 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  
January 18, 2024  
Page 2

- 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 and will submit this to CDPHE for review by the end of January. The KJ team is also beginning to procure pilot materials coordinate the pilot skid installation with District staff, and coordinate the pilot sampling plan Piloting is scheduled for late March/early April when the WTP is brought back online. Simultaneously, KJ is initiating the scope of work development for the Filter Bed Rehab Design. KJ anticipates starting the preliminary design phase in Q1 of 2024.
- ❖ 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 mobilizing and material delivery to the site on January 15. Diaz will begin setting up temporary water services on January 29, weather permitting, and anticipates beginning pipe construction the first week of February.
- Status: Pre-construction.
  - Anticipated Start: February 2024
- ❖ Well Vault Rehab Project – Kennedy Jenks is currently designing the upgrades needed for each well vault in the District. We are currently at the 95% design level.
- Status: Currently in design
  - Anticipated Project Bid: Q1 2024
- ❖ 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. Design of the water line replacement for the City's Phase 1 from Castle Pines to Glen Oaks Avenue was completed in December. The approximate length of the replacement is 4,300 feet. The water line design was combined with

## Memorandum

Engineer Report – Castle Pines North Metropolitan District  
January 18, 2024  
Page 3

the City's bid package for the road improvements and was bid on December 14. The bid tabulation for the water line replacement schedule is attached. We have reviewed the bids and indicated to the City that we are in agreement with awarding to the low bidder Elite Surface Infrastructure.

- Status: Pre-construction
- Anticipated Construction Start: Q1 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 requires new water and sewer services. We will observe construction of the services.
  - Status: Pre-construction
  - Anticipated Construction Start: February 2024

## Memorandum

Engineer Report – Castle Pines North Metropolitan District  
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- ❖ 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.
  
- ❖ 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



**Abstract of Bids**

Bid Letting: Thursday, December 21, 2023  
2024-PW-001 Monarch Blvd Reconstruction - Phase 1 (Schedule B)

**General Quantities**

Item #	Item Description	Amount	Unit	Engineers Estimate		Colorado Asphalt Services, Inc		Elite Surface Infrastructure		Goodland Construction, Inc.	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization	1	LS	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00	\$ 56,200.00	\$ 56,200.00	\$ 80,000.00	\$ 80,000.00
2	16-inch AWWA C900 DR 18 PVC Pipe	4332	LF	\$ -	\$ -	\$ 150.00	\$ 649,800.00	\$ 164.00	\$ 710,448.00	\$ 169.00	\$ 732,108.00
3	12-inch AWWA C900 DR 18 PVC Pipe	110	LF	\$ -	\$ -	\$ 135.00	\$ 14,850.00	\$ 154.50	\$ 16,995.00	\$ 172.00	\$ 18,920.00
4	10-inch AWWA C900 DR 18 PVC Pipe	32	LF	\$ -	\$ -	\$ 131.00	\$ 4,192.00	\$ 128.50	\$ 4,112.00	\$ 186.00	\$ 5,952.00
5	8-inch AWWA C900 DR 18 PVC Pipe	150	LF	\$ -	\$ -	\$ 134.00	\$ 20,100.00	\$ 105.00	\$ 15,750.00	\$ 127.00	\$ 19,050.00
6	Connect to Existing Water Line	9	EA	\$ -	\$ -	\$ 10,750.00	\$ 96,750.00	\$ 3,175.00	\$ 28,575.00	\$ 4,286.00	\$ 38,574.00
7	Fire Hydrant Assembly	3	EA	\$ -	\$ -	\$ 16,500.00	\$ 49,500.00	\$ 15,565.00	\$ 46,695.00	\$ 13,135.00	\$ 39,405.00
8	12-inch Gate Valve with Reducers	14	EA	\$ -	\$ -	\$ 6,600.00	\$ 92,400.00	\$ 7,220.00	\$ 101,080.00	\$ 8,992.00	\$ 125,888.00
9	12-inch Gate Valve	2	EA	\$ -	\$ -	\$ 4,500.00	\$ 9,000.00	\$ 5,330.00	\$ 10,660.00	\$ 6,452.00	\$ 12,904.00
10	10-inch Gate Valve	1	EA	\$ -	\$ -	\$ 7,000.00	\$ 7,000.00	\$ 4,470.00	\$ 4,470.00	\$ 5,685.00	\$ 5,685.00
11	8-inch Gate Valve	3	EA	\$ -	\$ -	\$ 1,900.00	\$ 5,700.00	\$ 3,055.00	\$ 9,165.00	\$ 4,396.00	\$ 13,188.00
12	16-Inch Horizontal Bend	18	EA	\$ -	\$ -	\$ 2,000.00	\$ 36,000.00	\$ 2,650.00	\$ 47,700.00	\$ 2,954.00	\$ 53,172.00
13	16-Inch Vertical Bend	8	EA	\$ -	\$ -	\$ 2,000.00	\$ 16,000.00	\$ 3,555.00	\$ 28,440.00	\$ 2,969.00	\$ 23,752.00
14	14-Inch Horizontal Bend	2	EA	\$ -	\$ -	\$ 2,000.00	\$ 4,000.00	\$ 2,470.00	\$ 4,940.00	\$ 3,874.00	\$ 7,748.00
15	16-inch x 16-inch Tee	3	EA	\$ -	\$ -	\$ 3,250.00	\$ 9,750.00	\$ 4,450.00	\$ 13,350.00	\$ 5,777.00	\$ 17,331.00
16	16-inch x 12-inch Tee	2	EA	\$ -	\$ -	\$ 3,100.00	\$ 6,200.00	\$ 3,505.00	\$ 7,010.00	\$ 7,912.00	\$ 15,824.00
17	16-inch x 10-inch Tee	1	EA	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 3,630.00	\$ 3,630.00	\$ 4,936.00	\$ 4,936.00
18	16-inch x 8-inch Tee	3	EA	\$ -	\$ -	\$ 2,700.00	\$ 8,100.00	\$ 3,220.00	\$ 9,660.00	\$ 4,224.00	\$ 12,672.00
19	Reconnect 3-inch DIP Water Service	1	EA	\$ -	\$ -	\$ 8,100.00	\$ 8,100.00	\$ 13,635.00	\$ 13,635.00	\$ 9,330.00	\$ 9,330.00
20	Reconnect 1-inch Copper Water Service and Install New Meter Pit	4	EA	\$ -	\$ -	\$ 5,900.00	\$ 23,600.00	\$ 8,495.00	\$ 33,980.00	\$ 5,425.00	\$ 21,700.00
21	Reconnect 1.5-inch Copper Water Service to Lift Station 3 and Install	1	EA	\$ -	\$ -	\$ 14,500.00	\$ 14,500.00	\$ 17,345.00	\$ 17,345.00	\$ 7,595.00	\$ 7,595.00
22	Abandon Existing Water Line	1.00	LS	\$ -	\$ -	\$ 31,000.00	\$ 31,000.00	\$ 34,300.00	\$ 34,300.00	\$ 21,725.00	\$ 21,725.00
23	Asphalt Pavement Remove and Replace	100	SY	\$ -	\$ -	\$ 121.00	\$ 12,100.00	\$ 100.50	\$ 10,050.00	\$ 110.00	\$ 11,000.00
24	Concrete Pavement Remove and Replace	1200	SY	\$ -	\$ -	\$ 170.00	\$ 204,000.00	\$ 130.15	\$ 156,180.00	\$ 190.00	\$ 228,000.00
25	Concrete Curb & Gutter Remove and Replace	10	LF	\$ -	\$ -	\$ 70.00	\$ 700.00	\$ 55.00	\$ 550.00	\$ 121.00	\$ 1,210.00
26	Concrete Sidewalk Remove and Replace	10	LF	\$ -	\$ -	\$ 110.00	\$ 1,100.00	\$ 59.50	\$ 595.00	\$ 146.00	\$ 1,460.00
27	Controlled Low Strength Material (Flow Fill)	100	CY	\$ -	\$ -	\$ 240.00	\$ 24,000.00	\$ 205.00	\$ 20,500.00	\$ 156.00	\$ 15,600.00
28	Potholing Unidentified Utilities	9	EA	\$ -	\$ -	\$ 1,900.00	\$ 17,100.00	\$ 390.00	\$ 3,510.00	\$ 500.00	\$ 4,500.00
29	Geotechnical Testing	1	LS	\$ -	\$ -	\$ 65,000.00	\$ 65,000.00	\$ 76,500.00	\$ 76,500.00	\$ 35,000.00	\$ 35,000.00
30	Construction Surveying	1	LS	\$ -	\$ -	\$ 16,000.00	\$ 16,000.00	\$ 6,965.00	\$ 6,965.00	\$ 24,000.00	\$ 24,000.00
				\$0.00		\$1,501,542.00		\$1,492,990.00		\$1,608,229.00	

**Force Account Items**

Item #	Item Description	Amount	Unit	Engineers Estimate		Colorado Asphalt Services, Inc		Elite Surface Infrastructure		Goodland Construction, Inc.	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
31	F/A Rock Removal	1	FA	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
32	F/A Import Backfill	1	FA	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
33	F/A Dewatering	1	FA	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
				\$60,000.00		\$60,000.00		\$60,000.00		\$60,000.00	
				\$0.00		\$1,561,542.00		\$1,552,990.00		\$1,668,229.00	

# Castle Pines North Systems Report December 2023

*Presented by:*

**Semocor, Inc.**

3995 Castlewood Canyon Rd.

Castle Rock CO, 80104



# Water Treatment

		<u>Dec-22</u>	<u>Dec-23</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	28.950	0.00	Normal Operation
A-4	1	0.000	0.00	Normal Operation
A-5	1	13.240	0.00	Normal Operation
A-6	2	14.760	0.00	Normal Operation
DE-6	1	0.000	0.00	Normal Operation
A-7	1	1.860	0.00	Normal Operation
DE-7	2	<u>0.000</u>	<u>0.00</u>	Normal Operation

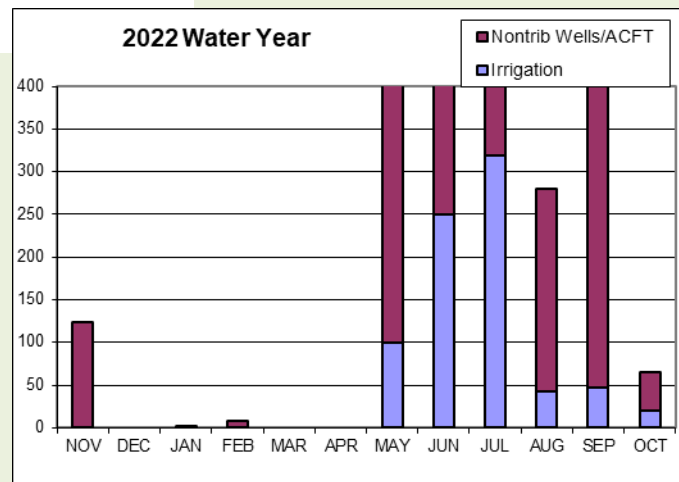
Total MG/Month           **58.810**           **0.000**           *LDA-1 and Reuse not into plant.*

Gallons/day                   **1,897,097**           -

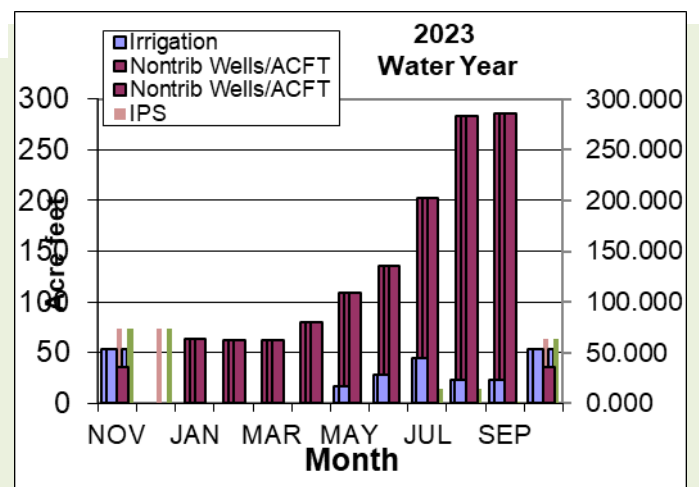
Monthly Precipitation       **0.10**           **0.72**

Water YTD Precipitation   **8.54**           **24.63**  
*Total MG/Water*  
*Year*                           **1,178.530**       **600.854**

**Water Year is from 11-1-2022 through 10-31-2023**



*YTD 6% Irrigation used*



*YTD 6% Irrigation used*

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

Filter rehabilitations pilot study will be this year.

## **Distribution System**- Dec. 2023

All Water Samples taken for December are good.

IPS Pipeline – Transferred 22.4 MG in December-Normal Operation

*(2023 water YTD transfer is 138.638 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 12-29-2023.

Fire Hydrants – Normal Operation

Water Mains – Normal Operation

## **Miscellaneous**

Generators Water plant. Normal Operation

Work Orders – 38

Failed Inspections – 0.

Emergency call outs - 0

Non-payment shut-offs - 2.

Tag hangings – 34

Turn off and turn on (normal work orders) – 2.

Final and meter Re-reads – 12

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 -Normal Operation

Lift station # 2 -Normal Operation

Lift station # 3 – Normal Operation

Lift station # 4 -Normal Operation

Lift station # 5 – Normal Operation

Lift station # 6 –Normal Operation

Lift station #7 -Normal Operation

Lagae LS - Normal Operation