

Work Session

Wednesday, February 19th, 2025, at 5:30 p.m.
7404 Yorkshire Drive, Castle Pines, CO 80108

Our next monthly board meeting is scheduled for 6:00 p.m., Monday February 24th, 2025

NOTE: There is no public comment scheduled for this Work Session, residents may watch the proceedings in person or via live video stream and video recording at <https://cpnmd.org/board-meetings>.

- I. Call Special Meeting Work Session to order.
- II. Roll call. Determination of quorum. Disclosure of potential conflicts.
- III. Consider approving the February 19th, 2025 Work Session agenda.
- IV. Communications Director Proposal Presentations.
 - A. Sigler Communications, Inc. Lisa Sigler.
 - B. Catalyst Public Affairs. Sara Goodwin.
- V. Discussion: District Manager annual review and contract process.
- VI. Expenditure and Contract Review Discussion.
 - A. Discussion: Financial Controls Policy Section 1.g. Paul Polito esq.
 - B. Review of Monthly Claims for Payments. Finance Director, Eric Harris.
 1. Review of Draft, Bi-Weekly Bill Pay Notice to Board of Directors
 2. Review and Discussion of Payments made from November 21st, 2024, to February 14th, 2025.
 - C. Review of Contracts. District Manager, Nathan Travis.
 1. Semocor, Operations Contract.
 2. Kennedy Jenks, General Engineering Proposal.
 3. QP Services, Collection System Maintenance Proposal.
 4. Distribution System Resources, Distribution System Maintenance Proposal.

VII. Executive Session, Communications Director proposal discussion.

Proposed Motion: I move that the Board enter into Executive Session pursuant to Section 24-6-402(4)(e), Colorado Revised Statutes, to determine positions relative to matters that may be subject to negotiations regarding communications proposals.

VIII. Adjourn.



Request for Proposal for Communications Services

Issued by:

Castle Pines North Metropolitan District
7404 Yorkshire Drive, Castle Pines, CO 80108.
Castle Pines, CO 80108
January 6th, 2025

RFP Number: 2025-1

Proposal Due Date: February 3rd, 2025, 5:00pm

Overview: Castle Pines North Metropolitan District, hereafter referred to as “The District”, is a Title 32 Special District Located in Douglas County, Colorado. We serve approximately 13,000 residents via roughly 4,000 service connections as a Water and Wastewater Provider. The District values transparent, clear, concise, and easily digestible communication to our residents.

The District is seeking proposals from qualified communications firms to enhance our community engagement, increase awareness of our services, and develop effective communication strategies for our residents. The selected firm, or individual will serve as the Communications Director for The District.

At least three years of experience working with special districts or local government is required, experience with water and wastewater providers is preferred.

Scope of Work: The selected firm will be responsible for the following services:

1. Strategic Communication Planning:

- Develop and implement a comprehensive communication plan for the District.
- Identify key messages that resonate with our residents regarding water and wastewater services including, but not limited to, capital projects, rates and fees, water quality, sustainability, renewable water, conservation, and long-term planning.
- Develop and track metric-driven benchmarks.
- Generate a monthly report to be presented in-person to our board of directors at our monthly meeting.

2. Public Relations:

- Manage community relations and media engagement.
- Draft press releases, newsletters, advertisements, and announcements.

3. **Digital Communication:**

- Enhance social media presence.
- Oversee website content updates and optimization.
- Develop email communication campaigns to inform residents.

4. **Community Engagement:**

- Organize and participate in community events and workshops to educate residents about services.
- Conduct surveys to gather resident feedback and measure satisfaction.
- Generate Monthly Billing Inserts.
- Generate an annual Consumer Confidence Report document
- Generate an annual Budget and Rate communication document.

5. **Crisis Communication:**

- Provide support for communications in a crisis or emergency.
- Develop a crisis communication plan for emergency situations related to water and wastewater services.

Proposal Format: Interested firms should submit a proposal that includes the following elements:

1. **Executive Summary:** Brief overview of the firm and its qualifications.
2. **Firm Experience:** Overview of relevant experience and projects completed, including references.
3. **Proposed Approach:** Describe how the firm will accomplish the scope of work outlined above.
4. **Staffing Plan:** Identify the team member(s) who will be involved, their qualifications, and roles.
5. **Budget:** Provide a detailed budget for one calendar year, including proposed fees for services and any additional costs.
6. **Length:** Responses should be no more than 10 pages.

Submission Instructions:

- Proposals should be submitted electronically in PDF format to Nathan@cpnmd.org & Board@cpnmd.org.
- All proposals must be received by **February 3rd, 2025, 5:00pm.**
- Top selected candidates will be required to present their proposals in person at the **February 24th, 2025, board meeting.** A PowerPoint presentation is strongly encouraged.

Evaluation Criteria: Proposals will be evaluated based on:

- Proposed approach and understanding of the scope (30%)
- Relevant experience and qualifications (25%)
- Budget and cost-effectiveness (25%)
- Ability to meet deadlines and timeline (20%)

Questions: For any questions regarding this RFP, please contact Nathan Travis at 303-242-3262 or Nathan@cpnmd.org. Questions must be submitted no later than **January 29th 2025, 5:00pm**.

Additional Information:

The District has several current services and platforms in use:

- Streamline: Website platform specifically designed for special district.
- Daupler: After-hours call responses, and emergency notifications.
- Social media: Facebook, Instagram, NextDoor.
- Castle Pines Connection: Monthly Full-Page advertisement.
- (Flodesk): Email Campaigns, and updates
- Castle Pines Chamber of Commerce: 2 Yearly Public events, marketing opportunities.
- Later: Content Scheduling and Metrics
- Survey Monkey- Survey Collection



Sigler Communications, Inc.
Proposal to Castle Pines North Metropolitan District
Submitted January 31, 2025

1. Executive Summary: Brief overview of the firm and its qualifications.

Sigler Communications is pleased to present this proposal to Castle Pines North Metropolitan District (the District). With extensive experience working with water providers – including many municipalities, conservancy and metro districts – we have a deep understanding of water issues, including those in Douglas County and across Colorado, and a strong track record of supporting similar organizations.

Founded in 1996, Sigler Communications is a leading strategic communications firm specializing in public relations, community relations and public affairs. We excel at navigating complex water, energy and land development issues through strategic messaging, media relations and community outreach. Our proven success with dozens of water providers will help the District build public trust and foster stakeholder relationships. We take pride in becoming a valued extension of our client’s teams, working collaboratively to exceed expectations and deliver meaningful results.

2. Firm Experience: Overview of relevant experience and projects completed, including references.

Sigler Communications is a Denver-based national communications firm with extensive experience in water and related issues. The firm understands Colorado's water situation and the challenges and opportunities water providers face. American Registry ranked us among the top firms in the U.S., and for 10 consecutive years, we have been listed among the top 10 agencies in Denver by Expertise. Members of the Sigler Communications team have worked on some of the most significant and complex water projects and issues in the West. The firm assists water providers in navigating the communications necessary to support infrastructure development and ongoing water and wastewater operations. We help providers of all sizes address critical issues they face today, including water quality (such as lead service lines and PFAS), water scarcity and efficiency, infrastructure investment, new source development and rate increases.

Sigler helps organizations leverage opportunities and navigate challenges by mapping the right strategy, developing compelling messages and using the most effective communications methods. Our full-service agency offers strategy, message development, issues management, customer communications, media relations, graphic design, display and video services, social media/CRM/website services, digital and traditional advertising and stakeholder engagement and outreach like town hall/public meetings. Sigler is experienced at stakeholder engagement and building ally support for projects. The firm has decades of experience working with local and national news media outlets.

Douglas County Water Clients:

Sigler has worked with nearly every major water provider on the Colorado Front Range and several large water districts in Texas and Utah. We have considerable experience in Douglas County with water providers and metro districts including:

Parker Sanitation and Water District: managed the district’s water treatment process transition including all community outreach, media relations and construction communications. Additionally, Sigler Communications represents Parker Water and the Lower South Platte Water Conservancy District on the **Platte Valley Water Partnership**. Sigler has worked with them to formulate a communications strategy that builds support for the project and diffuses misinformation. Our team has developed key messaging, stakeholder database, website content, regular eNewsletters, news releases and other tools to advance this project through water court and the permitting process. Reference: Deirdre Mueller, dmueller@pwsd.org.

Roxborough Water and Sanitation District: Sigler Communications began working with RWSD in 2024. We were hired to completely reevaluate the District’s communications processes and materials and provide recommendations on ways to improve. Our team conducted a comprehensive communications audit and provided recommendations, which we executed throughout the year. We have helped ensure water conservation messaging is front and center. Key elements included revisions to the website, creation of several infographics that explain where Roxborough’s water comes from and an information. Reference: Lucie Taylor, luciet@roxwater.org.

Bella Mesa Metropolitan District Castle Rock: Sigler helped Bella Mesa Metro District in Castle Rock secure city council approval for a bond to advance a trail system that will be constructed as part of the second phase of a neighborhood development. Sigler Communications developed the strategic communications plan, key messaging, facilitated information sent to neighbors, planned and executed public meetings, managed media relations and interacted with city staff. The city council approved the bond. Reference: John Hill, BMWWD president, (970) 470-2087, jvhill.co@gmail.com.

Perry Park Water and Sanitation District: Sigler Communications was retained by PPWSD in 2024 to help manage community outrage and media relations regarding radium levels in their potable water supply that exceeded state standards. Sigler helped Perry Park develop and refine key messaging, identified inaccurate information being reported and contacted all media outlets to correct the misinformation. The team also established a Next Door account to communicate information, interfaced with Colorado Department of Public Health and Environment Staff to coordinate messaging, and planned and facilitated a public meeting. Reference: Diana Miller, dmiller_ppwsd@comcast.net.

South Metro Water Authority and WISE: Sigler was hired in January 2025 to begin support for SMWA and WISE.

Water Conservation Clients:

Colorado Waterwise: Colorado Water Live Like You Love It (Denver, Co): Sigler Communications successfully launched Colorado’s statewide public education campaign in Colorado on the value of water. Based on public opinion research and focus groups, we developed a campaign that spoke to the love and pride Coloradans have in their water. Sigler named the campaign “Colorado Water: Live Like You Love It” and created all the associated branding materials, including logo, fact sheets, videos, website, ads and social media posts. This award-winning campaign educates the public on the need to conserve water, care for water quality and commit to becoming more informed to engage on water issues.

Upper Trinity Regional Water District Water Less Y’all Campaign (Lewisville, TX): Sigler Communications has developed an award-winning water conservation campaign for UTRWD branded Water Less Y’all. The campaign, now in its fourth year, uses fun and familiar Texas saying to encourage water user to pledge to water less. Last year’s campaign featured prizes and drawings for customers who signed a pledge not to water more than twice a week, adhering to watering restrictions. The campaign uses paid digital advertising, print advertising, paid and organic social media, cinema ads and magazine stories to encourage water efficiency practices. It has won the Texas Watermark Award for a water conservation campaign two years in a row.

Water Infrastructure Clients:

Colorado Springs Utilities: Sigler was the agency of record for Colorado Springs Utilities on the Southern Delivery System for 12 years. SDS was the largest water project to be built in the West in decades. As part of that effort, we helped with stakeholder engagement around land acquisition, rate increases and construction. Sigler co-managed internal communications; permitting communications and public process; construction communications; elected official outreach; property owner outreach; public information open house meetings; media relations; and the creation of communications content including the project website, videos, animated maps, fact sheets/FAQs and issues papers. Sigler also managed stakeholder communications on the construction of a \$125 million, 50 MGD water treatment plant. SDS was completed on time, \$160 million under budget and absent litigation. The team's efforts won the AWWA Public Communications Achievement Award in 2014 for their efforts.

Lake Ralph Hall: Sigler Communications developed the strategic communications plan to guide outreach and public information on the construction of Texas' newest reservoir – Lake Ralph Hall near Ladonia, TX. The firm developed and continues to manage the project's website and branding; develops fact sheets and infographics; and helped orchestrate the groundbreaking and relocation of a valued local park. Sigler continues to assist with internal project contractor materials, public outreach, media relations and digital communications including advertising, videos and social media. The project is well underway with no public opposition.

Aurora Water (Aurora, Co): Sigler Communications is supporting Aurora Water on the permitting and planning for Wild Horse Reservoir in Park County. Sigler helped brand the reservoir, developed a strategic communications plan/stakeholder engagement plan and is working with Aurora Water on implementing stakeholder outreach and the media relations necessary for permits and approvals of the project. Sigler has helped Aurora Water communicate its innovative approach to water, including publicizing its use of the London Mine, Prairie Waters and WISE aggressive conservation measures, resulting in some of the lowest GPCD numbers in the state. Aurora has encountered no opposition and received extremely positive media coverage about the innovative way in which Aurora is managing its water supply. Wild Horse is in the permitting stage.

North System Renewal (Denver, Co): Sigler Communications worked with Denver Water to build the foundation of a communications program to support the North System Renewal. Work included property owner outreach and stakeholder communications regarding Denver Water's installation of 8.5 miles of pipeline in a heavily populated area of west Denver and the construction of a new water treatment plant.

Bois d'Arc Lake: Sigler Communications assisted the North Texas Municipal Water District with construction communications for its \$1-billion Bois d'Arc Lake project (the first reservoir to be built in Texas in 30 years) in Fannin County. The project included the construction of the dam/reservoir, pump stations, 60 miles of raw and treated water pipelines and a 70 MGD water treatment plant. Sigler developed the strategic communications and outreach plan to support the construction of the new lake, including a project website, groundbreaking and milestone events, and digital communications including advertising, social media and eNewsletters. The team also created a monthly project report for the board of directors and community elected officials, coordinated community public meetings and property owner outreach, and assisted with communications of shoreline management plans, watershed protection and mitigation measures. As part of the project, Sigler helped NTMWD with stakeholder outreach and communications in the development of watershed protection plans and shoreline management plans. The team developed communications materials explaining the process used to develop and publish the plans and lay public-friendly brochures.

Gross Reservoir: Sigler Communications supports Denver Water with stakeholder engagement, issues management, and project communications for the largest infrastructure investment in its history. The expansion of Gross Reservoir includes extensive stakeholder outreach and strategic communications planning. The communications program addresses concerns and minimizes disruption while educating and informing stakeholders, including property owners, recreationalists, Boulder County and the broader community who will benefit from the project. Sigler Communications developed the strategic communications plans and supports implementation through stakeholder outreach, media relations, social media, community presentations and digital communications. Sigler has assisted

Denver Water in presenting to over 50 community groups in the Denver Metro area to convey the project's necessity and significance. Construction started in 2022 and remains on schedule.

Advocacy Clients:

Rio Grande Water Conservancy District (Alamosa, Co): Sigler Communications assists the District in communicating local solutions that water providers and farmers/ranchers are using to be responsible stewards of local water resources and discourage water purchases from speculators. Sigler branded a campaign, Protect SLV Water, and developed a communications plan that includes a new website, social media channels and media relations. RGWCD has effectively positioned itself as a formidable barrier to Renewable Water Resources' (RWR) water export attempt and has effectively developed messaging and armed a coalition of stakeholders with information to fight the proposal should it proceed to water court or through the legal process.

3. Proposed Approach: Describe how the firm will accomplish the scope of work outlined above.

Strategic Communications Plan: To develop a strategic communications plan, our team will review existing plans and meet with key staff members who represent various departments within the district. We would also conduct up to 8 stakeholder interviews with individuals who represent your various stakeholder groups. We would audit all your communication materials. The information gathered through all these methods would inform a communications plan consisting of measurable goals, objectives, strategies, tactics, targeted stakeholders and key messaging. A message map would outline key messages and sub-messages that need to be conveyed to stakeholders.

During this phase, basic communications materials would be updated or created (fact sheets, FAQs, infographics, etc.) The monthly report generated for the board of directors will include work completed, metrics and key initiatives moving forward.

Public Relations: Our firm has extensive stakeholder engagement and media relations expertise. Our well-established media relationships help us ensure our clients receive timely and balanced news coverage. We will support the District in planning and executing community events and in developing creative content and executing collateral development (posters, banners, signage). We recently helped Aurora Water with a traveling tent to educate the public on the proposed Wild Horse Reservoir. The tent included a visual map of the project with handouts. Our team prepared an FAQ to equip their team staffing the booth with approved messaging.

For public relations/media relations, we will help the district identify newsworthy angles or subjects we know will draw media and customer interest. We will craft the right messaging, help manage the outreach to the media, coach the media spokesperson and participate in interviews if desired. We use Meltwater to track media coverage and will share coverage with the District. For crisis communications support, we help get ahead of the situation by proactively preparing and distributing information to customers and news media. We ensure questions are being answered and the proposed solutions are being communicated.

Our team has extensive advertising experience and can help review and build on past content to fashion engaging ads for your existing placements in the Castle Pines Connection and with the Chamber of Commerce. We could also assist with outreach at in-person chamber events if desired, and pursue key new ad placement opportunities.

Digital Communications: Our team manages social media channels for a variety of clients, including on Facebook, Instagram, Nextdoor, YouTube, X and LinkedIn. We would evaluate your current Facebook, Instagram and Nextdoor platforms, evaluate current successes on each platform and plan additional campaigns by crafting and implementing an editorial calendar that aligns with the District's business goals. Posts are reviewed and approved in advance of publication. We have helped several districts establish digital channels from scratch, while for others, we prepare and post content. We analyze metrics to assess the success of our campaigns/posts on each channel and

adjust our approach accordingly. We also manage eNewsletters for numerous clients and have assisted in creating or refreshing templates, writing content and managing distribution. We are experienced with various templates, including Constant Contact, Mailchimp and others. We would look at your Flodesk email campaigns/updates and provide suggestions and content moving forward. Our team has created or updated websites for dozens of clients, ensuring that the information is ADA-compliant. We would help maintain the District's Streamline website and look for opportunities for improvements.

Community Engagement: Our team has extensive expertise in community and stakeholder engagement, having worked on some of the most contentious projects in Colorado. Our approach to public outreach facilitates two-way communication. We listen as much as we talk. Our team will help the District identify outreach opportunities and put your best foot forward in any community engagement initiative. We will provide creative support for engagement efforts. We can plan and facilitate public meetings and assist in establishing or running community advisory groups. We partner with research firms to conduct primary research and have successfully used social media to engage customers in public opinion surveys. Our creative team will support the district in the creation of compelling bill inserts. We have developed CCRs for five water providers, ranging from comprehensive annual report-style booklets to simpler handouts that meet all regulatory reporting requirements. Recently, we helped the City of Englewood revamp [their CCR](#), which now serves as a general water department communications tool. Our team will help CPNWD ensure its bills and rates are easy to understand. We recently assisted the City of Aledo, Texas, in communicating with its customers about their newly [revised bills and](#) how they align with the installation of AMI meters and a customer portal. We would review your CCR, billing statements, and other customer-facing information, recommending improvements.

4. Staffing Plan: Identify the team member(s) who will be involved, their qualifications and their roles.

We will use several members of our team to service the District's account. Bryn Webster and Chuck Montera would handle daily tasks. Bryn would handle digital communications, including eNewsletters, social media and website updates as well as billing and CCR-related work. Chuck would provide oversight and support for media relations, customer communication and overall strategic planning. Lisa Sigler and Janet Rummel would provide strategic counsel and, if necessary, crisis communication support. The following are brief team member resumes.

CHUCK MONTERA, VICE PRESIDENT

Chuck has more than 24 years of experience in managing strategic communication issues in Colorado and nationally. As Vice President, he oversees and manages multiple clients with a nexus to water and infrastructure projects. His niche expertise includes water infrastructure projects and public outreach/education/ involvement on public utilities and environmental issues. He has created and implemented dozens of communication plans on behalf of the clients he serves. One of his strongest assets is his unparalleled relationship with news media and his ability to place stories with both national and local media. He has extensive experience managing marketing, public involvement, media relations and advertising campaigns for water utilities.

Chuck supports Parker Water/Lower the South Platte Water Conservancy District with community outreach for the construction of the Platte Valley Water Partnership, Aurora Water on community outreach for Wild Horse Reservoir and the Upper Trinity Regional Water District (TX) on the construction of Lake Ralph Hall. He led Perry Park through their recent radium crisis situation.

Chuck has extensive experience creating public involvement/engagement communications plans for water utilities and has successfully managed many marketing campaigns. Before drafting a communications plan, he conducts extensive research and stakeholder interviews with residents/ratepayers, elected officials, community leaders and environmental organizations to assess educational needs, concerns and opportunities around the construction of infrastructure projects. He uses those findings to develop custom public involvement communications plans focused on building strong community relationships to create buy-in and keep initiatives on-time and on-budget.

BRYN WEBSTER, ACCOUNT MANAGER

Bryn is a content generation and management expert who coordinates collateral development (event materials, news & eNews stories, etc.), media communications, website support, social media creation/implementation, stakeholder database management and project analytics, among other tasks. She has communications and account management experience in infrastructure, water and environmental issues.

For Sigler Communications, Bryn managed water-related communication deliverables and has served as Sigler's account manager for the Bois d'Arc Lake project by the North Texas Municipal Water District and the Lake Ralph Hall project by Upper Trinity Regional Water District—the two newest reservoirs built in TX in 30 years. She helped coordinate and write copy for project websites and all supporting social media campaigns, infographics, eNewsletters and reports. Webster has also helped develop collateral and messaging for numerous CO water clients, including Denver Water for its Gross Reservoir expansion project and the Associated Landscape Contractors of Colorado to promote its Sustainable Landscape Management initiative, which focuses on water conservation. She is well-versed in communications around water rates, drought impacts and water stewardship.

LISA SIGLER, APR, PRESIDENT

Lisa has 40 years of experience managing strategic communication issues in Colorado and nationally. She founded Sigler Communications 28 years ago after working for some of the top agencies in Denver. She has niche expertise in public relations advocacy specializing in water and natural resources, Lisa is a skilled project manager and strategist and a problem solver. She is experienced in managing large projects that have many moving parts. She is adept at mobilizing influencers and allies to meet her clients' goals.

She has led the communication efforts for several major water projects, including the Colorado Springs Utilities' Southern Delivery System, Northern Water's Northern Integrated Supply Project, Chimney Rock, the Platte Valley Water Partnership, Aurora Water's Wild Horse Reservoir, Greeley Water's lead service line program, the Rio Grande Water Conservation District's water export issue, and numerous large water infrastructure projects in Texas and Utah. She is a skilled risk communicator who has clarified real versus perceived risks to the public concerning dozens of superfund and environmental remediation sites nationwide. She guided the Security Water and Sanitation Districts through communications related to the discovery of PFAS in its drinking water supply.

JANET RUMMEL, SENIOR CONSULTANT

Janet has two decades of experience leading public relations, issues management, and stakeholder engagement for municipal water and wastewater utilities. She possesses a deep understanding of water issues and has managed communications related to major capital programs, supplies, treatment, delivery, regulations, water quality, utility rates and contracts, environmental protection, conservation and reuse, water rights, land acquisition, permitting, construction and system failures. Janet served as the public relations staff lead for Colorado Springs Utilities during the Southern Delivery System regional water project, which included the NEPA process, state and 1041 permitting, land acquisition, construction and successful completion. Additionally, Janet directed communications for the North Texas Municipal Water District, which provides water and wastewater services to 2 million residents in North Texas.

5. Budget: Provide a detailed budget for one calendar year, including proposed fees for services and any additional costs.

Sigler Communications bills on an hourly rate. Each consultant's rates are based on their experience level. Our hourly rates are as follows:

- Lisa Sigler, \$200
- Chuck Montera, \$180
- Janet Rummel, \$175
- Bryn Webster, \$150
- Graphic Design, \$140

Following is an estimated budget using a blended rate of \$180 per hour based on the scope of work in the RFP. The costs reflect the work requested in the RFP. We are open to discussing ways to economize the budget.

Strategic Communication Plan:

Comprehensive Plan (review of existing plan, meeting to discuss goals, interviews with a few key stakeholders). Develop messages to align with organization goals. Imbed tracking matrix including media coverage, Google Analytics, social media and customer response tracking, review of customer surveys.

40 hours = \$7,200

Monthly Report: Develop a template format, write and present report monthly in person.

5 hours for template; 6 hours per report x 12 = \$13,860

Public Relations:

Community Relations and Media Engagement: (including press releases and announcements)

8 hours per month x 12 = \$17,280

Advertising with Castle Pines Connection/Chamber of Commerce:

10 hours writing and coordination; 10 hours design (\$140/hr) total = \$3,200 (does not include media buy)

Digital Communications:

Social media, Website and Email Communications Campaign:

6 hours social; 3 hours website; 8 hours email campaigns per month (17 hours) x 12 = \$36,720

Community Engagement: Organize and participate in community events and workshops. Create surveys, bill inserts, annual CCRs, budget and rate communications documents.

Events: 20 hours per event (design costs not included) = \$3,600

Surveys: TBD (based on qualitative/quantitative and format)

Monthly Bill Inserts: Develop a template format, write and present report monthly in person.

5 hours for template; 6 hours per report x 12 = \$13,710

Annual Consumer Confidence Report (up to 10 pages): 20 hours writing; 20 hours design (\$140/hr) = \$6,400

Budget and Rate Communications Document: 10 hours writing; 10 hours design (\$140/hr) = \$3,200

Crisis Communications: Ongoing engagement and develop plan.

Crisis Communication Plan development: 15 hours = \$2,700

Crisis Support: TBD (most likely minimum of 20 hours per event)

Total: \$107,870 * (includes support for one event, does not include media buy costs, survey costs or design costs for event support)

JANUARY 30, 2025



Proposal for Strategic Communications Services

PREPARED FOR:
Castle Pines North Metropolitan District

PREPARED BY:
Catalyst Public Affairs
sgoodwin@catalystpublicaffairs.com
720-254-7329



WWW.CATALYSTPUBLICAFFAIRS.COM



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Executive Summary

Catalyst Public Affairs is pleased to submit this proposal outlining our approach to support the Castle Pines North Metropolitan District (The District) with strategic communications and community engagement services.

We know that The District values transparent and clear communication to its residents and is seeking to enhance its community engagement, increase awareness of its services, and develop effective communication strategies for residents.

Catalyst Public Affairs specializes in the development, management and execution of education, issue, industry, and brand campaigns. We help our clients advance proactive messaging strategies critical to their industries' issues, and we use a unique approach to narrative development that sets us apart from other communications and public relations/affairs firms. We build strategic communications content based on years of experience in the public policy arena and with a recognition and awareness of the political dynamics that exist in many conversations today.

Our proposal highlights our professional expertise in this area and showcases our creative thinking aimed at sparking an innovative communications and community engagement strategy that is informed by research and data and reinforced by a comprehensive plan on which to execute.

We are confident that our extensive knowledge and application of innovative communications strategies, experience in the development and execution of community engagement programs and understanding of local governments and special districts will help garner public support for The District's initiatives as a Water and Wastewater Provider.

Thank you for your time, consideration, and the opportunity to present this proposal.

The Catalyst Approach

The combination of effective and cohesive strategic communications and stakeholder outreach and engagement strategies is what makes Catalyst unique. It is the single most important quality to ensure the successful delivery of results in every education, issue or brand campaign. We tailor our approach to suit each client's unique needs, and we rely on traditional and innovative tactics woven into the following step-by-step process:



RECOGNIZING THE CHALLENGE

The start of any good education campaign requires research to provide a solid foundation upon which to build an effective strategic communications and outreach plan. The research includes conducting a forensic analysis of all existing communications infrastructure, evaluating previous research results and synthesizing data to determine priorities, potential messages, relatable narratives and potential messengers.



DEVELOPING THE MESSAGE

With information gained from our Research & Development step, Catalyst determines the most successful message points, matches them with the appropriate stakeholders for all strategic communications, and identifies creative and innovative mechanisms to convey those messages. Simply put, we develop the right messages for the right audiences to be delivered at the right time.



IDENTIFYING MESSENGERS

Catalyst assists in identifying additional messengers, as well as opportunities for those messengers to educate the public. By providing this influential and engaged network with tailored and appropriate talking points, social media opportunities and in-person presentations, we can increase the visibility of our clients' campaign efforts and proactively engage the public.



DELIVERING THE MESSAGE

We support our clients in delivering consistent, targeted and easily digestible messaging. We deliver these messages to our clients' stakeholders through a variety of tools and vehicles, including collateral materials, informational presentations, owned media (social media, websites), paid media (digital ads) and earned media, which can include press releases, Letters to the Editor, Op-Eds, and assistance in meeting with editorial boards.

The Team

The team at Catalyst has successfully confronted public policy, political and community issues underlying everything from taxes and transportation to education and energy. Together, the team has developed an extensive relationship network that provides a foundation for strategic partnerships, building awareness, educating stakeholders, raising profiles and guiding clients through challenging times.

Sara Goodwin, Communications Director

As the designated Communications Director (project manager) for The District, Sara Goodwin brings significant experience in directing and leading strategic communications and community engagement programs for a diverse variety of organizations, including the Douglas County Community Foundation (DCCF). But as a result of this work with DCCF and as a Douglas County resident for 20 years, she also offers a distinct network of connections with key stakeholders in Castle Pines and surrounding communities that provides considerable value to The District’s community engagement efforts.



Sara Goodwin

Strategic Communications
Advisor

KEY EXPERTISE

- Strategic Communications
- Public Relations
- Media Relations
- Corporate Social Responsibility
- Coalition Building & Management
- Influencer & Stakeholder Engagement
- Community & Government Relations

Sara will serve as Communications Director.

Other Team Members



Jennifer Webster

Principal

KEY EXPERTISE

- Strategic Outreach & Communications Campaigns
- Community Engagement
- Stakeholder Engagement & Mobilization
- Coalition Building
- Public Policy Initiatives
- Government Relations
- Regulatory Insight

Jennifer will serve as Strategic Counsel.



Whitney Byrd

Director of Public Affairs

KEY EXPERTISE

- Strategic Communications
- Media Relations
- Content Development
- Social Media Development & Execution
- Digital Marketing Strategies
- Website Content Management
- Graphic Design Support

Whitney will serve as Project Support.

To read Catalyst team resumes, see addendum.

Firm Experience

The Catalyst team has decades of experience in successfully executing strategic communications and community engagement programs like The District is seeking to implement. Relevant client work includes Catalyst's efforts to support the City of Aurora and Arapahoe County's public education campaigns about infrastructure needs and the Lyons Fire Protection District's funding challenges, among others. Please see below for recent work samples from these projects. References for these projects (and others) can be found in the addendum.

Recent Work Samples

Please see below for recent work samples from Catalyst's efforts to support the City of Aurora in a public education campaign about infrastructure needs.

Funding Citywide Infrastructure Projects

The city of Aurora has a proven track record of fiscal responsibility and good stewardship of taxpayer dollars, as evidenced by several awards and rankings. As part of that stewardship, the city seeks to effectively and efficiently leverage all available funding sources and pursue grants and partnerships to offset costs of projects – including those for the city's infrastructure.

The city will:

- Balance its budget every year
- Use resources from taxpayers as efficiently as possible
- Employ innovative ways to serve residents
- Be good stewards of taxpayer dollars
- Pursue all existing financial options to address infrastructure priorities and offset the need to refer measures to voters

GUIDING PRINCIPLES



**Build Up
AURORA**

Care for What We Have
Provide for What We Need

PAY AS YOU GO

Facts to consider:



- Includes annual capital projects fund, capital impact fees and other "one-time funding"
- Locating unallocated one-time money is extremely challenging
- Finding substantial funds quickly may cause significant changes in city fiscal priorities (i.e. priority shifts and cuts)
- Demands significant use of available funds
- Poses challenges to balance budget if economic recession occurs
- Not as impacted by future inflation

EXAMPLES: Current roadway maintenance plan, building repair program, Chambers Plaza Library reopening

GENERAL OBLIGATION (GO) BONDS



Facts to consider:

- Finances capital improvements
- Voter approval required
- Obligation backed by the full faith and credit of the city

EXAMPLES: Martin Luther King Jr. Municipal Services Center, Tallyn's Reach Municipal Services Center, I-225/Alameda Interchange, Great Plains Community Park

REVENUE BONDS



Facts to consider:

- Finances capital improvements
- Obligates us to repay with associated revenue
- Non-enterprise revenue bonds require voter approval

EXAMPLES: Southeast Maintenance Facility, sewer projects

Funding Citywide Infrastructure Projects

CERTIFICATES OF PARTICIPATION (COPs)



Facts to consider:

- Lease-purchase financing with city-owned assets typically used as collateral on the transaction until obligation is repaid
- Payments appropriated in budget annually
- No voter approval required

EXAMPLES: Aurora Municipal Center, Stephen D. Hogan Parkway, Central Recreation Center, Southeast Recreation Center, Moorhead Recreation Center renovation



Build Up AURORA

Care for What We Have
Provide for What We Need

SPECIAL ASSESSMENT OBLIGATIONS



Facts to consider:

- City may create districts to enable assessing the costs of construction or maintaining local public improvements
- Bonds/obligations are repaid from special assessments
- Voter approval required from electors who benefit from improvements

EXAMPLES: Fence replacement program, General Improvement Districts like Cherry Creek Racquet Club & Pier Point 7, Havana Business Improvement District

DEVELOPMENT IMPACT FEES



Facts to consider:

- May be spent on improvements needed to serve growth, like expanding arterial roads, building new roads, major intersection improvements and new multimodal projects
- May not be spent on maintenance, operations or existing deficiencies

GRANTS & PARTNERSHIPS



Facts to consider:

Federal, state, and local funding opportunities exist:

- DRCOG's Transportation Improvement Projects (TIP)
- Southeast Aurora Regional Infrastructure Authority (SARIA)
- Partnership opportunities
- Infrastructure Investments Jobs Acts of 2021

EXAMPLES: I-225/17th Interchange, I-70/Picadilly Interchange, Nine Mile Station Bicycle-Pedestrian bridge, Quincy Avenue-Gun Club Road Intersection improvements, Harvest Road Extension, High Line Canal Trail: Colfax to I-70, Alameda underpass

Recent Work Samples

Fiscal Responsibility & Stewardship

The city of Aurora manages more than \$945 million in public funds annually and is committed to allocating the city budget based on priorities of its residents.

With a proven track record of fiscal responsibility and good stewardship of taxpayer dollars, the city uses the following guiding principles to ensure accountability to its residents:

GUIDING PRINCIPLES

The city will:

- ▶ Balance its budget every year
- ▶ Use resources from taxpayers as efficiently as possible
- ▶ Employ innovative ways to serve residents
- ▶ Be good stewards of taxpayer dollars
- ▶ Pursue all existing financial options to address infrastructure priorities and offset the need to refer measures to voters



**Build Up
AURORA**

Care for What We Have
Provide for What We Need

FINANCIAL STABILITY



The city pursues efficiencies, innovations, cost-savings and continuous improvements when managing its resources

- ▶ **Truth in Accounting** ranked Aurora No. 5 for Fiscal Health in the U.S. (No. 5 among Top 5 Sunshine Cities, meaning enough assets to cover the city's debt)
- ▶ **Wallet Hub** ranked Aurora the second best run city in Colorado in 2021 based on financial stability, education, health, economy, infrastructure, pollution and more.
- ▶ The city has a positive bond credit rating, which is a measure of credit worthiness of government bonds. In 2019, the national credit rating agency, Moody's, upgraded the city's credit rating from Aa1 to Aaa stable, which is the top rating available and speaks to the city's financial strength and well-managed finances.

RESPONSIBLE BUDGETING



The city creates a budget to provide the best possible services within the resources available and maintain adequate reserve levels

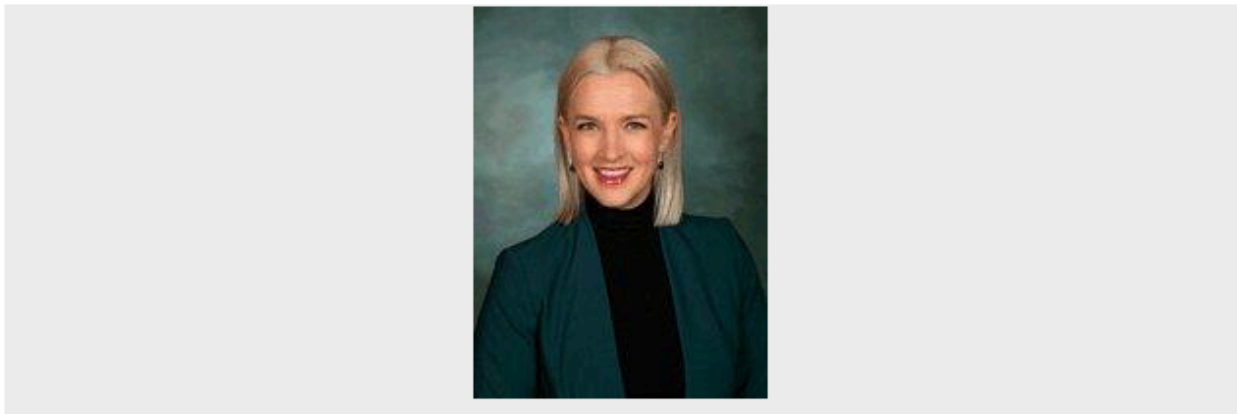
Aurora consistently receives annual recognition from the Government Finance Officers' Association, including the:

- ▶ Distinguished Budget Presentation Award for the city's Budget Book for 23 consecutive years
- ▶ Certificate of Excellence in Financial Reporting for the city's Annual Comprehensive Financial Report for 35 consecutive years

Recent Work Samples

Please see below for a recent work sample from Catalyst's efforts to support Arapahoe County in a public education campaign around infrastructure needs.

County Corner: Transportation infrastructure connects us, resources not making the grade



Posted Tuesday, May 9, 2023 8:49 am

When you jump in your car, hop on your bike, or set out to walk to the grocery store, you're immediately part of a system of roads, sidewalks, bridges and other assets that connect us to our world. In Arapahoe County, our Public Works and Development department is responsible for planning and maintaining these important assets—a job that becomes increasingly more difficult as the County experiences major growth *and* strained revenue sources.

This month we're celebrating National Public Works Week, May 21-27, to recognize the important role public works plays in connecting each of us and to thank people who work tirelessly to ensure our safety as we navigate one of the area's largest multi-modal transportation networks. We're also taking the opportunity to talk with you about the frank realities of the County's budget and its impact on our transportation system.

The County has an overall goal to protect our collective community by planning growth, maintaining infrastructure, and providing an organized multi-modal transportation system. Public Works and Development plays a significant role in achieving this goal. Through several divisions, the department plans the County's vast multi-modal transportation network, manages and maintains 1,198 lane miles (370 centerline miles) of paved roads, about 220

Recent Work Samples

miles of gravel roads, 43 bridges, nearly 14,000 signs, and a vast network of sidewalks, guardrails, traffic signals, and other transportation assets.

We're also very proud of the department's standing as they remain the only County in Colorado to be accredited by the American Public Works Association.

We have learned through various public outreach and engagement efforts that traffic congestion and safety within the County is the largest concern voiced by residents. And in an April poll seeking resident input on needs and priorities, we saw "repairing and improving transportation infrastructure" rise to the top. As one of your elected leaders, I couldn't agree more with this priority. I'm a strong proponent of maintaining and improving our transportation infrastructure because it is what keeps us connected to each other and those outside of our County.

This is why we are sharing the results of a 2022 assessment of our transportation infrastructure needs. For decades we have collected this data and have used it for internal decision-making and resource allocation, but until now, it has never been shared with the public in a comprehensive manner. While it will be eye-opening for many, the "2022 Infrastructure Report Card" is an honest assessment of the condition of our roads, bridges and other transportation infrastructure.

The goal is to have 85 percent of County roads in Excellent-Good-Fair condition, but the Report Card showed that only 60 percent were at that level in 2022. Having 40 percent of roads in Poor-Very Poor condition is significantly higher than what it should be for a properly maintained roadway network. Maintenance goals and quality standards are established every year, and the County typically meets or exceeds those goals. However, due to funding constraints, the number of roads rated at Poor-Very Poor condition has been steadily increasing.

The bottom line is that since 2004, budget allocations to efficiently maintain these assets has not kept up with inflation. This has resulted in a further decline in overall road conditions and greater delayed maintenance costs as it costs 10 times more to repair roads and bridges once they are in a poor or very poor condition than it would have cost to keep them properly maintained over the years.

Our Public Works and Development staff works hard to maximize allocations for roads, bridges and other infrastructure assets, yet their fiscal stewardship can't keep up with the demands that growth has placed on County resources. And as I mentioned in a Telephone Town Hall earlier this year, our County as a whole has done an incredible job of managing our funds and using them wisely and efficiently. But the increasing needs, especially related to our transportation infrastructure, are creating financial challenges. As your county commissioner, I made a promise to tackle that as one of my chief priorities and I intend to deliver on that promise.

In the coming weeks and months, I look forward to partnering with you to determine sustainable funding sources for our transportation infrastructure. Look for future telephone

town hall events at www.arapahoegov.com/townhall, follow us on social media, or subscribe to The County Line newsletter to stay informed and get involved.

Jessica Campbell-Swanson serves on the Arapahoe County Board of County Commissioners representing District 2, which includes Centennial, Greenwood Village, a portion of Aurora and unincorporated central Arapahoe County.

Recent Work Samples

Please see below for a recent work sample of Catalyst’s support for the Lyons Fire Protection District education effort about funding challenges.

LYONS FIRE PROTECTION DISTRICT NEEDS YOUR HELP

ABOUT THE ISSUE:
Due to the increase in population and chance of wildfires, call volumes are increasing in the district. We're experiencing staffing challenges which affects our response times and manpower needed on calls.

CURRENT CHALLENGES:

↑ 8% EMERGENCY CALLS IN 2021	↑ 43% WILDFIRE CALLS IN 2021	↑ 10% EMERGENCY CALLS SINCE 2019
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IN 2021 Lyons Fire District: <ul style="list-style-type: none">• Maintained budget transparency• Performed maintenance on all apparatus equipment• Authorized new equipment to help fight wildfires• Expanded firefighter recruiting efforts• Increased training for paid and volunteer firefighters	IN 2022 Lyons Fire District hopes to: <ul style="list-style-type: none">• Increase manpower needs• Improve response times• Implement critical wildland fire mitigation• Upgrade Advance Life Support capabilities• Replace a 27-year-old engine
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JOIN US FOR A TELEPHONE TOWNHALL:
March 8, 2022 at 6:30 PM
LEARN MORE: WWW.LYONSFIRE.ORG/TOWNHALL

Scope of Work

The Catalyst Approach

To support The District as a Communications Director, Catalyst will use a strategic mix of communications tools and channels to build awareness and garner support among target audiences and key stakeholders by consistently integrating key messaging into the execution of the tactics and deliverables outlined below.

Tactics & Deliverables	Description	Project Lead	Budget
Client Management & Reporting	<p>Provide strategic counsel and subject matter expertise to District staff as needed</p> <p>Generate monthly report and present to BOD at monthly meeting</p>	Catalyst Public Affairs	Included in monthly retainer
Strategic Communications Plan Development and Execution	<p>Develop and execute a comprehensive plan focused on public education, community engagement and garnering public support for The District. Plan to include:</p> <ul style="list-style-type: none"> • Key Messages • Metric-Driven Benchmarks • Public/Media Relations • Digital Communications (social, website, email) • Community Engagement • Crisis Communications 	Catalyst Public Affairs will develop and finalize a plan in a digitally accessible format with input and approval from The District's staff	Included in monthly retainer
Message Development	<p>Develop consistent and tailored messaging content across various communications platforms that resonates with residents regarding water and wastewater services, including (but not limited to):</p> <ul style="list-style-type: none"> • Capital Projects • Rates and Fees • Water Quality • Sustainability • Renewable Water • Conservation • Long-term Planning 	Catalyst Public Affairs will develop key messages with input and approval from the The District's staff	Included in monthly retainer

Scope of Work

The Catalyst Approach

Tactics & Deliverables	Description	Project Lead	Budget
Community Engagement	Develop and execute engagement activities, including: <ul style="list-style-type: none"> Organizing and participating in community events and workshops to educate residents about services Conducting surveys to gather resident feedback, measure and report on satisfaction 	Catalyst Public Affairs will provide outreach support with input from The District's staff	Included in monthly retainer
Collateral Materials & Content Development	Develop content for collateral and printed materials to support public/media relations and community engagement activities, including: <ul style="list-style-type: none"> Press Releases Newsletters Advertisements Announcements Monthly Billing Inserts Annual Consumer Confidence Report document Annual Budget and Rate document 	Catalyst Public Affairs will develop materials as needed and with approval of The District's staff	Included in monthly retainer

Cost Proposal

Catalyst proposes a monthly retainer of \$6,000 to support all activities* outlined above.

*If additional services outside of the monthly retainer and scope of work in this proposal are deemed necessary – such as advanced graphic design, translation services and/or paid media/advertising fees, etc. – they would be outsourced with The District's approval.

ADDENDUM | RESUMES & REFERENCES





Sara Goodwin

Strategic Communications Advisor

CONTACT

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EDUCATION

UNIVERSITY OF COLORADO-DENVER
LEEDS SCHOOL OF BUSINESS
CERTIFICATE-CORPORATE SOCIAL
RESPONSIBILITY

**COLORADO STATE UNIVERSITY-
DENVER**
M.S. TECHNICAL COMMUNICATIONS
EMPHASIS-PUBLIC RELATIONS &
INTEGRATED MARKETING
COMMUNICATIONS

UNIVERSITY OF COLORADO-BOULDER
B.A. COMMUNICATION
EMPHASIS-PUBLIC RELATIONS &
ORGANIZATIONAL COMMUNICATIONS

PROFESSIONAL BOARDS & COMMITTEES:

**DOUGLAS COUNTY COMMUNITY
FOUNDATION**
BOARD MEMBER, EXECUTIVE
COMMITTEE & COMMUNICATIONS
COMMITTEE CHAIR

SOUTH METRO DENVER CHAMBER
CO-CHAIR, PARTNERS IN
PHILANTHROPY GROUP

SKILLS

- STRATEGIC COMMUNICATIONS
- PUBLIC RELATIONS
- MEDIA RELATIONS
- CORPORATE SOCIAL RESPONSIBILITY
- COALITION BUILDING & MANAGEMENT
- INFLUENCER & STAKEHOLDER ENGAGEMENT
- COMMUNITY & GOVERNMENT RELATIONS

EXPERIENCE

STRATEGIC COMMUNICATIONS ADVISOR

CATALYST PUBLIC AFFAIRS, DENVER, CO | 2022 - PRESENT

- Develop and direct communications strategy for the company and clients
- Develop and direct CSR service by cultivating strategic partnerships and implementing social impact storytelling strategies for clients
- Manage strategic communications and CSR client accounts
- Provide support for stakeholder/community outreach and engagement for clients
- Lead and implement content strategy of all company marketing and communication assets
- Lead and supervise consultant and vendor teams
- Represent company and clients at partner, stakeholder and community meetings and events
- Provide guidance and strategic direction to company staff

COMMUNICATIONS DIRECTOR

REGIONAL AIR QUALITY COUNCIL (RAQC), DENVER, CO | 2015 - 2021

- Provided strategic communications direction for all RAQC programs
- Directed all facets of integrated strategic communications and public relations program for nine-county region's air pollution public awareness, education and outreach program, including paid, owned, and earned media strategies, outreach and events, strategic partnerships, and evaluation analysis
- Led and supervised internal & external teams, including communications and public relations agency, advertising agency, media buying, web development, graphic design and research firms
- Managed and compiled annual report for multi-million dollar federal grant and budget
- Led content and editorial direction of four organizational websites, all social media platforms, electronic newsletter, presentations, speeches, marketing collateral, press materials, videos, and grant proposals, etc.
- Acted as primary media contact and spokesperson
- Provided messaging, talking points and media training for staff and board leadership
- Served as liaison to media, local, state and federal government staff and elected officials, business stakeholders and community leaders
- Represented RAQC at public, inter-agency, community and board meetings
- Managed ongoing committees and their respective meetings to ensure stakeholder involvement
- Conducted metric-driven program evaluation and qualitative/quantitative analyses of communications strategies

DIRECTOR OF COMMUNICATIONS

NATIONAL CATTLEMEN'S BEEF ASSOCIATION, CENTENNIAL, CO | 2010 - 2011

- Interim key consumer media liaison
- Managed media interest from local and national consumer media
- Built/maintained relationships with top-tier business and consumer media
- Coordinated spokespeople and supported organizational communications

VICE PRESIDENT OF COMMUNICATIONS

COLORADO AMERICAN MARKETING ASSOCIATION, DENVER, CO | 2010 - 2011

- Volunteer board member responsible for developing, executing and evaluating strategic communications plan for the chapter; Advised volunteers and programming VP's on integrating communications into chapter activities, monitoring quality and effectiveness of marketing communications strategies, maintaining and increasing membership levels
- Oversaw and managed team involved in all communications activities, including chapter branding, Website content, public relations, print advertising, marketing collateral, media and community relations, and social media marketing, online advertising, e-blasts and e-newsletters

FOUNDER & PRESIDENT

GOODWIN COMMUNICATIONS, LONE TREE, CO | 2004 - 2015

- Strategic integrated communications for mission-driven organizations with a philosophy that was 'GOOD for community, WIN for business'
- Notable clients included the Colorado State Tax Check-Off program (now ReFUND CO), National Cattlemen's Beef Association, Global Development Analytics, Inc., National Environmental Health Association, and TrenStar, Inc

DIRECTOR, CONSUMER PUBLIC RELATIONS

NATIONAL CATTLEMEN'S BEEF ASSOCIATION, CENTENNIAL, CO | 2000 - 2004

- Directed all aspects of consumer public relations program for national *Beef. It's What's For Dinner.* campaign
- Managed and supervised public relations and web design agencies
- Implemented unique engagement strategies to reach key influencers, including consumer media, food writers and bloggers, dietitians, chefs, agriculture industry trade media, grocery retailers and restaurant/foodservice organizations
- Directed consumer public relations initiatives in the areas of nutrition and consumer marketing (retail, new products, foodservice marketing) and with other association departments (issues management, safety and industry communications)
- Conducted strategic media relations and response, issues management, crisis and policy communications
- Led content and editorial direction of communication assets (press materials, newsletters, etc.)
- Played primary role in development of BeefItsWhatsForDinner.com
- Provided marketing communications support for 50 state beef councils
- Acted as primary media spokesperson for U.S. beef industry
- Coordinated events, spokespeople and conducted media trainings with leadership and staff
- Led committee meetings at annual national conventions and conferences with membership and other stakeholders
- Managed consumer public relations budget (up to \$1.6 million per year)

FREELANCE COMMUNICATIONS CONSULTANT

LONE TREE, CO | 1998 - 2015

- Strategic communications consultant for variety of organizations, including Rocky Mountain Conference of the United Methodist Church, Starlight Children's Foundation, University of Phoenix, Rocky Mountain Autism Center, and March of Dimes, among others

PUBLIC RELATIONS MANAGER

JOHNSON COMMUNICATIONS, LAFAYETTE, CO | 1997 - 2000

- Boutique public relations agency with clients in the travel and tourism, hospitality, and food and beverage industries
- Responsible for proactive client program development, execution and management
- Duties included news release writing, press trip coordination and hosting, media relations, media kit development, special event promotion, media list/database management, collateral design and development, photography coordination and maintenance, and budget management
- Client work included Vail Resorts (Keystone) Culinary & Fine Dining Programs; Sonnenalp Resort of Vail; Warren Miller Entertainment; C Lazy U Dude & Guest Ranch; Gold Lake Mountain Resort & Spa; and Boulder Marketing Agency



Jennifer Webster

Principal

CONTACT

303.916.1694

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www.linkedin.com/in/jennifer-webster

EDUCATION

**UNIVERSITY OF MICHIGAN,
ANN ARBOR, MI**
B.A., ENGLISH

PROFESSIONAL BOARDS & COMMITTEES:

**ENERGY OUTREACH COLORADO,
BOARD OF DIRECTORS | 2019 -
PRESENT**

**SOUTH METRO DENVER CHAMBER,
BOARD OF DIRECTORS | 2018-2019**

**COLORADO PETROLEUM
ASSOCIATION, BOARD MEMBER |
2010 - 2015**

**WESTERN ENERGY ALLIANCE,
BOARD OF ADVISORS | 2013 - 2015**

**AMERICA'S NATURAL GAS ALLIANCE
(ANGA) | 2010-2012**

**WOMEN IN ENERGY, FOUNDING
MEMBER 2009 - 2012**

SKILLS

- GOVERNMENT RELATIONS
- STAKEHOLDER ENGAGEMENT
- STRATEGIC PLANNING & DIRECTION
- POLICY DIRECTION/IMPLEMENTATION
- COMMUNICATIONS STRATEGIES
- PUBLIC & MEDIA RELATIONS
- PROGRAM EXECUTION
- COALITION BUILDING

EXPERIENCE

FOUNDER & PRINCIPAL

CATALYST PUBLIC AFFAIRS, DENVER CO | 2016 - PRESENT

- Develop and execute public affairs and stakeholder outreach strategies
- Specialize in navigating complex regulatory and legislative proposals to achieve sound policies and results
- Serve as the lead strategist on public policy initiatives
- Represent clients at all government levels and among key stakeholder groups
- Lead and supervise strategic outreach strategies and campaigns to support public policy issues and various industries
- Build robust coalitions
- Conduct stakeholder/community outreach and engagement for Catalyst clients, based on client needs
- Develop strategic communications strategies
- Represent the company and clients at stakeholder and community meetings

GOVERNMENT & PUBLIC AFFAIRS MANAGER - WESTERN ASSET TEAM

PIONEER NATURAL RESOURCES, USA, INC., DENVER CO | 2013 - 2016

- Managed the government and public affairs program in the Western region for Pioneer Natural Resources, a large independent oil and natural gas company.
- Served as primary liaison between Pioneer and elected and appointed officials in the region including federal, state and local officials as well as regulatory agency representatives.
- Managed the community affairs program and all public relations activities in support of the company's Western assets.
- Elevated company profile in critical political negotiations, enhanced partnerships with key stakeholders and community leaders and created new opportunities for demand for natural gas in the company's footprint of operations.
- Served in leadership role on behalf of the company on an industry led education initiative (Coloradans for Responsible Energy Development) and issue committee (Protect Colorado) to develop and implement outreach and communications strategies to the broader public on oil and gas related issues, resulting in the development of a list of several hundred thousand third party advocates on behalf of the industry, among other things.
- Developed and facilitated partnership between key local government officials in southeastern Colorado and private developers of compressed natural gas (CNG) fueling facilities which led to successful award of just under \$1 million from the Colorado Energy Office for the construction of facilities in Trinidad and Pueblo, CO.

DIRECTOR, STATE GOVERNMENT AFFAIRS

EL PASO CORPORATION, COLORADO SPRINGS, CO | 2007 - 2012

- Advocated primarily for public policy on behalf of the company's pipeline and exploration and production operations in nine western states including Arizona, California, Colorado, Kansas, Nevada, New Mexico, Oregon, Utah and Wyoming.
- Served as liaison between El Paso and elected and appointed officials in each of these states including state legislators and local elected officials, as well as state regulatory agency representatives.
- Strengthened relations with state and local officials, legislators and regulators, and business community leaders. Improved communication platform and strategies.
- Elevated industry profile by initiating communications with several community, business and industry groups throughout the state to educate them on the importance of the natural gas industry to Colorado's economy. Specific efforts included engagement with key business trade associations statewide in an effort to elevate the discussions surrounding potential negative economic impacts of certain state proposals on the oil and gas sector which resulted in a broader coalition of support to defeat these proposals.
- Built sustainable grassroots and stakeholder outreach program in support of the \$3 billion Ruby Pipeline project by reaching out to third parties and industry groups, forging alliances with community groups, county commissioners, and business associations, and allowing for a more seamless communications strategy in support of the project.
- Served in leadership role for natural gas industry as part of a coalition to secure passage of landmark legislation incenting demand for natural gas in Colorado by lobbying members of the state legislature in support of the measure and by supporting efforts to develop stakeholder support for the initiative through the establishment of a network of third-party advocates who provided public testimony and letters to the editors of several newspapers statewide.

DIRECTOR, OFFICE OF GOVERNMENT RELATIONS

COLORADO DEPARTMENT OF TRANSPORTATION, DENVER, CO | 1995 - 2007

- Served as lobbyist and primary liaison between the Colorado Department of Transportation and the State Legislature.
- Served as the federal liaison for CDOT and responsible for outreach efforts with Members of Congress as well as representatives of federal government agencies on behalf of the Transportation Commission and the Department.
- Appointed to serve as the Secretary to the Colorado Transportation Commission in 2002. The Transportation Commission has the authority to formulate transportation policy for the state and to adopt all CDOT budgets.
- Heightened agency's profile before key policymakers in Congress and positioned state of Colorado and Department as a key player in transportation policy development arena at federal level.
- Captured hundreds of millions of dollars in annual discretionary spending for critical transportation projects statewide.
- Led the Department's effort to secure federal discretionary dollars for development of a multimodal transportation corridor on US 36 between Denver and Boulder.
- Spurred revisions to federal laws related to congestion pricing/tolling by working through coalition of several state DOTs, resulting in inclusion of language in federal surface transportation authorization law to allow for development of High Occupancy Toll lanes in specific cases.
- Drove creation of State and Local Government Partnership program in lobbying efforts before Congress.

LEGISLATIVE ASSISTANT

AKIN, GUMP, STRAUSS, HAUER, & FELD, LLC (LAW FIRM), WASHINGTON D.C. |
1990 - 1995

- Formulated strategy and supported lobbying efforts for firm's major national clients, focusing primarily on transportation related issues, but also including energy and environmental issues.
- Coordinated weekly communications reports to inform firm's major national clients on key developments in Congress, including recommended strategies for advocacy efforts in support of their priorities.
- Represented clients in meetings with Members of Congress and staff in support of their issues.

LEGISLATIVE ASSISTANT

OFFICE OF CONGRESSMAN JIM COURTER (R-NJ) | 1988 - 1990

- Advanced and supported key policy discussions related to transportation and energy for the district by successfully formulating and executing legislative strategies to secure passage of specific proposals which included several million dollars in federal funding for important infrastructure projects.
- Developed legislative strategies in support of critical transportation policy related issues by serving in coordinating capacity for other delegation staffers on the issues for the state.



Whitney Byrd

Director of Public Affairs

CONTACT

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www.linkedin.com/in/whitneybyrd/

EDUCATION

POINT LOMA NAZARENE UNIVERSITY | 2015 - 2019
B.A. WRITING

FLORENCE UNIVERSITY OF THE ARTS | 2017

PROFESSIONAL BOARDS & COMMITTEES:

DENVER METRO CHAMBER FOUNDATION, IMPACT DENVER PROGRAM GRADUATE, 2024

THERE WITH CARE, YOUNG PROFESSIONALS BOARD MEMBER, 2022-2023

SKILLS

- STRATEGIC COMMUNICATIONS
- CONTENT DEVELOPMENT
- CLIENT MANAGEMENT
- COPYWRITING & EDITING
- SOCIAL MEDIA DEVELOPMENT & EXECUTION
- SOCIAL MEDIA ANALYTICS
- MEDIA RELATIONS
- COMMUNITY RELATIONS
- WEBSITE CONTENT MANAGEMENT
- EVENT PLANNING & MANAGEMENT
- GRAPHIC DESIGN SUPPORT

EXPERIENCE

DIRECTOR OF PUBLIC AFFAIRS

CATALYST PUBLIC AFFAIRS, DENVER CO | APRIL 2022 - PRESENT

- Develop and manage content for various client channels, including social media, websites, press releases, newsletters, presentations, digital advertising, progress reports, marketing materials, etc.
- Collaborate with and provide direction to ensure visual content elements are aligned with written copy and appropriately reflect the client brand
- With supervision from the Senior Director of Communications, manage client accounts as needed
- Maintain client brand voice and integrity across all platforms and communication channels
- Track engagement across various client social platforms and make data-driven decisions
- Analyze and develop reports on the performance and efficiency of client campaigns and projects
- Plan and manage presence at client meetings (including agendas), events, conferences and coalition meetings
- Monitor press coverage for relevant client issues and provide consistent updates

MARKETING & COMMUNICATIONS SPECIALIST

CATALYST PUBLIC AFFAIRS, DENVER CO | FEBRUARY 2021 - MARCH 2022

- Drafted content for websites, Op-Eds, newsletters, blog posts, and social media
- Planned and executed social media strategies and content planning providing both content & analytic reporting for clients in non-profits, trades associations, and businesses
- Provided communication strategies to clients
- Established and leveraged media relationships, responded to media requests and pitched relevant client content to media outlets
- Assisted with coalition meetings, setting up press conferences, and other client events
- Contributed strategic communications support for presentations, websites, and digital advertising campaigns
- Manage interns as part of professional development

PROJECT ASSOCIATE

76 GROUP | JUNE 2019 - JANUARY 2021

- Wrote Op-Eds, Letters to Editors, and testimonies for hearings, rulemakings, clients, and political campaigns
- Created content for client projects including endorsement fliers and social media for campaigns
- Proofread content for political campaigns and client projects
- Organized and coordinated event logistics and volunteer efforts for events on behalf of Corporate clients
- Maintained organized correspondence, schedules, and meetings for a variety of client based projects and campaigns

ARAPAHOE COUNTY

Communications Strategy & Public Outreach | 2022-2023

CONTACT:

Chris Henning

Deputy Director, Communication Services | Commissioners' Office

Chenning@arapahoegov.com

303-917-1380

CITY OF AURORA

Communications Strategy & Public Outreach | 2021-2023

CONTACT:

Kim Stuart

Director, Communications & Marketing Department

Kstuart@auroragov.org

720-427-5335

CITY OF LONE TREE

Communications Strategy & Public Outreach | 2021

CONTACT:

Jackie Millet

Former Mayor

Jackie.millet@comcast.net

303-748-2383

Marissa Harmon

Mayor

Marissa.Harmon@cityoflonetree.com

303-708-1818

LYONS FIRE PROTECTION DISTRICT

Communications Strategy & Public Outreach | 2022-2023

CONTACT:

Peter Zick

Former Fire Chief

[LinkedIn](#)

WEST METRO FIRE PROTECTION DISTRICT

Communications Strategy & Public Outreach | 2018

CONTACT:

Don Lombardi

Fire Chief

dlombardi@westmetrofire.org

720-641-5692

CASTLE PINES NORTH



METROPOLITAN DISTRICT™

Memorandum

From: Nathan J. Travis
To: CPNMD Board of Directors
Date: 2/19 2025
Re: District Manager Review Process Discussion

As promised, following our last board meeting, I have outlined a proposed annual review and contract evaluation process below. A modified, similar process could be used this year to resolve the issue of my current contract having expired January of 2023.

We have officially joined the Rocky Mountain Employers council to assist with setting a pay-scale that is competitive, and reasonable for districts of our size, and region. I will provide the board with that information in addition to the ECCV salary comparison that was previously circulated.

Recommended review process, based on experience and common practices:

- Due December 1st: District Manager completes self-evaluation, to include challenges faced, accomplishments, summary of current goals, and goals for the following year. Self-evaluation is submitted to Board President, or board designee.
- Due one-week prior to January work session: Initial/ draft review is completed by board president, or designated board member. The board member responsible is required to have served during the full duration of the contract year, at a minimum. Draft is sent to the rest of the board for review.
 - Considerations for thought: Execution of district mission, financial management, staff management, contractor and vendor management, communication skills.
 - Personal Preference: In addition to board member evaluation- 360 review input, to include comments from staff, consultants, and industry peers that work with the DM regularly. Input from 3-5 peers recommended, comments to be kept anonymous to everyone other than Board President or designee.
- January Work Session: Executive session is held to discuss input from other board members and finalize the review.
 - Evaluation of goals set in the prior year.
 - New goals for the upcoming year are determined.
 - Compensation reviewed- based on performance, and comparison to other regional water districts that are similar in size and scope of operations.
 - Proposed Contract Amendment/ renewal, if needed
- Board President, or designated board member schedules 1:1 meeting to present review and proposed contract amendment/extension.
 - The district manager can elect to sign review, or request to present additional information, or further negotiation in executive session at the following board meeting.
- January Board Meeting:
 - If needed: Executive session is held for district manager to present any comments, or additional contract

negotiations.

- Vote is held to approve the contract.

*Annual contract, set to renew on February 1st of each year.

**CASTLE PINES NORTH METROPOLITAN DISTRICT
BOARD OF DIRECTORS**

Reso. No. _____

**A RESOLUTION
DELEGATING AUTHORITY TO THE DISTRICT MANAGER
AND
ADOPTING FINANCIAL CONTROLS**

RECITALS

- A. The Castle Pines North Metropolitan District (the “District”) is a quasi-municipal corporation and political subdivision of the State of Colorado, duly organized and existing pursuant to §§ 32-1-101, et seq., C.R.S.
- B. The Board of Directors of the District (collectively, the “Board”), is delegated the power to “have the management, control and supervision of all the business and affairs of the special district ... all construction, installation, operation, and maintenance of special district improvements” including “entering into contracts and agreements affecting the affairs of the special district” and the power to “appoint, hire, and retain agents, employees, engineers, and attorneys” among other matters listed in § 32-1-1001, C.R.S.
- C. The Board is considering and developing various plans and possibilities to ensure sufficient clean and renewable water and sanitary sewer services will be provided to its taxpayers in the future at the lowest cost possible.
- D. Pursuant to § 32-1-1001(l)(m), C.R.S., the Board has the power to adopt, amend, and enforce bylaws and rules and regulations not in conflict with the constitution and laws of this state for carrying on the business, objects, and affairs of the Board and of the District.
- E. The Board deems it prudent to ensure that budgeted projects and expenditures are not undertaken without consideration of their impact, if any, on long-range planning and for future District services, facilities and operations.

RESOLUTION

NOW THEREFORE, be it Resolved that, to ensure District resources are utilized in an efficient and effective manner, in compliance with Colorado law, the Board adopts the following processes for approval of budgeted expenditures.

Delegations and Financial Controls

- 1. Budgeted Expenditures. The District’s Annual Budget is for planning and budgeting purposes only and is not an authorization to expend funds unless otherwise approved by the Board.
 - a. The District Manager is authorized to enter into contracts for services and operational supplies, incur expenses, and satisfy obligations that will not exceed, when aggregated, the sum of \$25,000.00.

- b. The District Manager shall notify the Board within 48 hours after executing a contract for goods or services, or making any expenditures, that will incur obligations in an amount between \$25,000.00 to \$50,000.00, when aggregated. This requirement does not apply to capital improvement projects.
- c. The District Manager must obtain prior approval from the Board for any individual expenditure, contract, consultant contract, proposal, or purchase that may exceed \$50,000.00 in the aggregate. This requirement does not apply to capital improvement projects.
- d. For expenses pertaining to capital improvement projects, the District Manager shall notify the Board within 48 hours after incurring expenses or executing contracts that will incur obligations in an amount between \$50,000.00 and \$2,000,000.00.
- e. For expenses pertaining to capital improvement projects, the District Manager must obtain prior approval from the Board for any individual expenditure, contract, consultant contract, proposal, or purchase that may exceed \$2,000,000.00 in the aggregate.
- f. These limitations do not apply to expenditures to address emergency repairs, replacements, and/or processes necessary to maintain clean, safe and efficient water and sewer services, including addressing temporary off-color or otherwise unpalatable water concerns, which shall be reported to the Board within 48 hours.
- g. These limitations do not apply to expenditures necessary to purchase, materials, labor, equipment, chemicals or items approved as part of a project contract approved by and signed on behalf of the Board.

2. Board Project/Expenditure Approval Process. The District Manager shall present all expenditure requests required to be approved to the Board at a work session to be addressed at the next regular meeting. Expenditure/contract requests shall include:

- a. A thorough description of the need and proposed purpose for the expenditure;
- b. Alternative means to address the need, or a justification as to why no alternative means are provided;
- c. Alternative proposals and/or pricing options and a discussion of the preferred option, or a justification as to why no alternative proposals and/or pricing options are provided; and,
- d. A discussion of whether and how proposed project/expenditure fits into the Board's long term planning considerations.

3. Board Approval for Hiring Personnel. The District Manager must obtain prior approval from the Board before hiring any new employees or independent contractors. To obtain approval, the District Manager shall:
 - a. Present the request at a work session to be addressed at the next regular meeting including:
 - A thorough description of the need and proposed purpose for the hire;
 - A proposed job description, salary and employment terms and plan for advertising and/or seeking applications;
 - Alternative means to address the need;
 - Alternative proposals and/or pricing options and a discussion of the preferred option; and,
 - A discussion of whether and how proposed project/expenditure fits into the Board's long term planning considerations.
 - b. The Manager is authorized to fill vacancies in existing staff positions without prior Board approval, provided that the compensation does not exceed the previously approved budget for the position.
 - c. The Manager shall submit a report to the Board for consideration prior to any final job offer. The report shall provide a brief description of the position being filled and include the resume of the potential hire. The Manager shall redact the name, address, phone number, and any other personal information from the resume of the job applicant before including the resume in any public meeting materials.
 - d. Any Board member shall have the option to place a hold on the hiring of an applicant after receiving the Manager's report. The Board shall then discuss the potential hire at the next Board meeting. If a Board member does not respond within 48 hours to the Manager's report for consideration prior to any final job offer, that Board member shall be deemed to have approved the final job offer.
 - e. A Board member may call an emergency meeting to discuss any matters that pertain to this section.
4. Board Approval for Real Estate Transactions. Purchase, sale, lease, or encumbrance of real property or interests therein, except for temporary construction or access easements necessary for the performance of District services must be approved and signed on behalf of the Board.
5. Oversight of Insurance and Risk Management. The District Manager is responsible for evaluating the District's insurance coverage and risk management strategies annually. Any proposed changes to coverage or significant changes in policy costs must be

submitted to the Board for approval prior to implementation.

6. Amendment. This Resolution may be amended from time to time by the Board of Directors.
7. Effective Date. This Resolution shall be effective *Nunc Pro Tunc* January 1, 2025. .

Whereupon, a motion was made and seconded, and upon a majority vote this Resolution was approved by the Board.

ADOPTED AND APPROVED THIS 27TH DAY OF JANUARY, 2025.

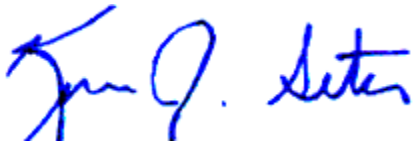
CASTLE PINES NORTH METROPOLITAN
DISTRICT

President

ATTEST:

Secretary

Approved as to Form:



By:

Kim J. Seter, District Legal Counsel

Castle Pines North Metropolitan District

Dated: January 28th - February 6th, 2025

Check Disbursements

Payee	Trans. Type Trans. No.	Post Date Trans. Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
American Water Works Asso.	Computer Check 29061	02/06/2025 02/06/2025 Posted	\$276.00	60-00-00-1127	Citywide Bank	\$0.00	\$276.00
				60-00-00-2100	Accounts Payable Co	\$276.00	\$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount
SO199700	11/26/2024	Annual Membership-N	\$276.00	\$276.00	60-60-00-5219	Professional Education/Conferences	\$179.40
SO199700	11/26/2024	Annual Membership-N	\$276.00	\$276.00	60-61-00-5219	Professional Education & Conferenc	\$96.60
<i>Totals:</i>							\$276.00
Avaya Inc	Computer Check 29062	02/06/2025 02/06/2025 Posted	\$552.00	60-00-00-1127	Citywide Bank	\$0.00	\$552.00
				60-00-00-2100	Accounts Payable Co	\$552.00	\$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount
2734910013	02/01/2025	Telephone Software Sul	\$552.00	\$552.00	60-60-00-5201	Telephone/Alarms	\$358.80
2734910013	02/01/2025	Telephone Software Sul	\$552.00	\$552.00	60-61-00-5201	Telephone/Alarms	\$193.20
<i>Totals:</i>							\$552.00
Backflow Secure; Management Se	Computer Check 29063	02/06/2025 02/06/2025 Posted	\$9,000.00	60-00-00-1127	Citywide Bank	\$0.00	\$9,000.00
				60-00-00-2100	Accounts Payable Co	\$9,000.00	\$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount
836	02/01/2025	Backflow Services Progr	\$9,000.00	\$9,000.00	60-60-00-5417	Professional Svcs - Backflow Prograr	\$9,000.00
<i>Totals:</i>							\$9,000.00
Castle Pines Connection	Computer Check 29064	02/06/2025 02/06/2025 Posted	\$2,200.00	60-00-00-1127	Citywide Bank	\$0.00	\$2,200.00
				60-00-00-2100	Accounts Payable Co	\$2,200.00	\$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount
14673	02/01/2025	Full Page Ad	\$2,200.00	\$2,200.00	60-60-00-5169	Communications - Public Outreach	\$1,430.00
14673	02/01/2025	Full Page Ad	\$2,200.00	\$2,200.00	60-61-00-5169	Communications - Public Outreach	\$770.00
<i>Totals:</i>							\$2,200.00
CenturyLink	Computer Check 29065	02/06/2025 02/06/2025 Posted	\$153.42	60-00-00-1127	Citywide Bank	\$0.00	\$153.42
				60-00-00-2100	Accounts Payable Co	\$153.42	\$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount
334174650	01/25/2025	Fire Alarm Phone Line-7	\$153.42	\$153.42	60-60-00-5201	Telephone/Alarms	\$153.42
<i>Totals:</i>							\$153.42
COMCAST	Computer Check 29066	02/06/2025 02/06/2025 Posted	\$428.65	60-00-00-1127	Citywide Bank	\$0.00	\$428.65
				60-00-00-2100	Accounts Payable Co	\$428.65	\$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount
8497202420365418	01/18/2025	HS Internet-WTP	\$428.65	\$428.65	60-60-00-5201	Telephone/Alarms	\$428.65
<i>Totals:</i>							\$428.65
CORE Electric Coop	Computer Check 29067	02/06/2025 02/06/2025 Posted	\$71,933.40	60-00-00-1127	Citywide Bank	\$0.00	\$71,933.40
				60-00-00-2100	Accounts Payable Co	\$71,933.40	\$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount
23793000	02/04/2025	Electrical Service-Januar	\$71,933.40	\$71,933.40	60-60-00-5202	Electricity & Natural Gas	\$457.92
23793000	02/04/2025	Electrical Service-Januar	\$71,933.40	\$71,933.40	60-60-00-5206	Electricity for Well Pumping	\$56,535.81
23793000	02/04/2025	Electrical Service-Januar	\$71,933.40	\$71,933.40	60-60-00-5207	Electricity for WTP	\$6,223.73
23793000	02/04/2025	Electrical Service-Januar	\$71,933.40	\$71,933.40	60-60-00-5208	Electricity for Booster Pump Station	\$2,161.11
23793000	02/04/2025	Electrical Service-Januar	\$71,933.40	\$71,933.40	60-60-00-5280	Water Treatment Plant Repairs	\$105.53
23793000	02/04/2025	Electrical Service-Januar	\$71,933.40	\$71,933.40	60-61-00-5202	Electricity & Natural Gas	\$192.73
23793000	02/04/2025	Electrical Service-Januar	\$71,933.40	\$71,933.40	60-61-00-5209	Electricity for Wastewater Pumping	\$6,356.57
<i>Totals:</i>							\$71,933.40
Elara Creatives	Computer Check 29068	02/06/2025 02/06/2025 Posted	\$6,851.21	60-00-00-1127	Citywide Bank	\$0.00	\$6,851.21
				60-00-00-2100	Accounts Payable Co	\$6,851.21	\$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount
2770DD99-0016	02/02/2025	Digital Marketing, Com	\$6,851.21	\$6,851.21	60-60-00-5169	Communications - Public Outreach	\$4,453.29
2770DD99-0016	02/02/2025	Digital Marketing, Com	\$6,851.21	\$6,851.21	60-61-00-5169	Communications - Public Outreach	\$2,397.92
<i>Totals:</i>							\$6,851.21
Employers Council	Computer Check 29069	02/06/2025 02/06/2025 Posted	\$3,995.00	60-00-00-1127	Citywide Bank	\$0.00	\$3,995.00
				60-00-00-2100	Accounts Payable Co	\$3,995.00	\$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount
1002571456	02/03/2025	Consulting Membershij	\$3,995.00	\$3,995.00	60-60-00-5158	Professional Services - Human Reso	\$2,596.75
1002571456	02/03/2025	Consulting Membershij	\$3,995.00	\$3,995.00	60-61-00-5158	Professional Services - Human Reso	\$1,398.25
<i>Totals:</i>							\$3,995.00
Family Support Registry	Computer Check 29070	02/06/2025 02/06/2025 Posted	\$286.50	60-00-00-1127	Citywide Bank	\$0.00	\$286.50
				60-00-00-2100	Accounts Payable Co	\$286.50	\$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount
	01/31/2025	Waqe Garnishment-FSR	\$286.50	\$286.50	60-00-00-2110	Misc Accounts Payable	\$286.50
<i>Totals:</i>							\$286.50
Greystone Technology Group	Inc Computer Check 29071	02/06/2025 02/06/2025 Posted	\$1,957.50	60-00-00-1127	Citywide Bank	\$0.00	\$1,957.50
				60-00-00-2100	Accounts Payable Co	\$1,957.50	\$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount
93478	02/01/2025	IT Service-February	\$1,957.50	\$1,957.50	60-60-00-5166	Software Support	\$1,272.38
93478	02/01/2025	IT Service-February	\$1,957.50	\$1,957.50	60-61-00-5166	Software Support	\$685.12
<i>Totals:</i>							\$1,957.50
GSE Construction Co., Inc.	Computer Check 29072	02/06/2025 02/06/2025 Posted	\$110,485.00	60-00-00-1127	Citywide Bank	\$0.00	\$110,485.00
				60-00-00-2100	Accounts Payable Co	\$110,485.00	\$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount
Pay App 4	01/27/2025	Well Vaults Rehab Proje	\$110,485.00	\$110,485.00	60-60-00-7760	Well Control Vault Rehab Program	\$110,485.00
<i>Totals:</i>							\$110,485.00

Financial Control Matrix							
	Financial Control 1.a	Financial Control 1.b	Financial Control 1.c	Financial Control 1.d	Financial Control 1.e	Financial Control 1.f	Financial Control 1.g
Threshold	Expenses/Obligations =< \$25k	Expenses/Obligations between \$25k & < \$50k	Expenses/Obligations > \$50k	Expenses/Obligations between \$50k & \$2MM, pertaining to CIP	Expenses/Obligations >= \$2MM, pertaining to CIP	Emergency Maintenance	Project Contract Materials
Control	District Manager is Authorized to Execute	District Manager shall notify within 48 hours	District Manager shall obtain prior approval	District Manager shall notify within 48 hours	District Manager shall obtain prior approval	District Manager shall notify within 48 hours	District Manager is Authorized to Execute
	X	X	X	X	X		

Castle Pines North Metropolitan District

Dated: January 28th - February 6th, 2025

Payee		Trans. No.	Trans. Date	Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount		
Totals: \$110,485.00									
H2 Advisors Corporation	Computer Check 29073	02/06/2025 Posted	02/06/2025		\$19,890.00	60-00-00-1127	Citywide Bank Accounts Payable Co	\$0.00	\$19,890.00
101082	01/20/2025	Accounting & Finance S	\$19,890.00	\$19,890.00	60-60-00-5145	Accounting and Payroll	\$19,890.00		\$19,890.00
101082	01/20/2025	Accounting & Finance S	\$19,890.00	\$19,890.00	60-61-00-5145	Accounting and Payroll	\$6,961.50		\$6,961.50
Totals:									\$19,890.00
HBS	Computer Check 29074	02/06/2025 Posted	02/06/2025		\$341.50	60-00-00-1127	Citywide Bank Accounts Payable Co	\$0.00	\$341.50
FR5011166	01/31/2025	Trash Service-7404 York	\$341.50	\$341.50	60-60-00-5204	Trash Removal	\$341.50		\$341.50
FR5011166	01/31/2025	Trash Service-7404 York	\$341.50	\$341.50	60-61-00-5204	Trash Removal	\$119.52		\$119.52
Totals:									\$341.50
Highlands Ranch Metro District	Computer Check 29075	02/06/2025 Posted	02/06/2025		\$51.50	60-00-00-1127	Citywide Bank Accounts Payable Co	\$0.00	\$51.50
97288	01/31/2025	Pump Station	\$51.50	\$51.50	60-60-00-5374	Centennial Delivery Charges	\$51.50		\$51.50
Totals:									\$51.50
JAN PRO Cleaning Systems of CO	Computer Check 29076	02/06/2025 Posted	02/06/2025		\$812.00	60-00-00-1127	Citywide Bank Accounts Payable Co	\$0.00	\$812.00
298764	02/01/2025	Janitorial Service-CC-Fe	\$812.00	\$812.00	60-60-00-5229	Building Cleaning Expenses	\$812.00		\$812.00
298764	02/01/2025	Janitorial Service-CC-Fe	\$812.00	\$812.00	60-61-00-5229	Building Cleaning Expenses	\$284.20		\$284.20
Totals:									\$812.00
Jehn Water Consultants Inc.	Computer Check 29077	02/06/2025 Posted	02/06/2025		\$6,860.99	60-00-00-1127	Citywide Bank Accounts Payable Co	\$0.00	\$6,860.99
125.1/2-25	02/02/2025	General Water Rights	\$5,605.00	\$5,605.00	60-60-00-5167	Professional Services - Water Rights	\$5,605.00		\$5,605.00
125.6/2-25	02/02/2025	Resume Review	\$81.67	\$81.67	60-60-00-5167	Professional Services - Water Rights	\$81.67		\$81.67
871.1/2-25	02/02/2025	Hock Hocking Share-Jar	\$1,174.32	\$1,174.32	60-60-00-5316	Ditch/Land Rights Operating Expans	\$1,174.32		\$1,174.32
Totals:									\$6,860.99
Kennedy Jenks Consultants Inc.	Computer Check 29078	02/06/2025 Posted	02/06/2025		\$69,201.27	60-00-00-1127	Citywide Bank Accounts Payable Co	\$0.00	\$69,201.27
177481	01/22/2025	Laque PA-7	\$900.50	\$900.50	60-60-00-5165	Engineering Services Reimbursable	\$69,201.27		\$69,201.27
Totals:									\$69,201.27
Payee	Trans. No.	Trans. Date	Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount		
177482	01/22/2025	Laque Family Parcel	\$1,675.81	\$1,675.81	60-60-00-5165	Engineering Services Reimbursable	\$1,675.81		\$1,675.81
177483	01/22/2025	Lift Stations Permitting	\$5,692.04	\$5,692.04	60-61-00-7766	Waste Water - Lift Station Renovati	\$5,692.04		\$5,692.04
177485	01/22/2025	Well Vaults Rehabilitati	\$7,798.24	\$7,798.24	60-60-00-7760	Well Control Vault Rehab Program	\$7,798.24		\$7,798.24
177486	01/22/2025	Facility Documentation	\$7,304.15	\$7,304.15	60-60-00-7755	WTP Site Plan / O&M Manual Devel	\$7,304.15		\$7,304.15
177487	01/22/2025	Monarch Water Line Re	\$177.68	\$177.68	60-60-00-7767	Monarch Waterline Replacement Pr	\$177.68		\$177.68
177488	01/22/2025	Wastewater Cease & De	\$165.57	\$165.57	60-61-00-5400	Collection - Emergency Response	\$165.57		\$165.57
177489	01/22/2025	General Engineering	\$1,296.70	\$1,296.70	60-60-00-5175	Engineering	\$1,296.70		\$1,296.70
177490	01/22/2025	Monarch Water Line Re	\$2,392.33	\$2,392.33	60-60-00-7767	Monarch Waterline Replacement Pr	\$2,392.33		\$2,392.33
177491	01/22/2025	Filter Beds Rehab	\$17,475.78	\$17,475.78	60-60-00-7756	WTP Filter Rehabilitation Program	\$17,475.78		\$17,475.78
177484	01/22/2025	Liquid Ammonia Sulfate	\$24,322.47	\$24,322.47	60-60-00-7769	WTP Liquid Ammonia Sulfate	\$24,322.47		\$24,322.47
Totals:									\$24,322.47
Mountain Peak Controls Inc.	Computer Check 29079	02/06/2025 Posted	02/06/2025		\$19,772.00	60-00-00-1127	Citywide Bank Accounts Payable Co	\$0.00	\$19,772.00
30826	01/19/2025	C12 Pumps & BPS HMI	\$750.00	\$750.00	60-60-00-5346	SCADA	\$750.00		\$750.00
30846	01/30/2025	Well Vault Rehab	\$17,822.00	\$17,822.00	60-60-00-7760	Well Control Vault Rehab Program	\$17,822.00		\$17,822.00
30850	02/03/2025	Network & Filter 2 Leve	\$1,200.00	\$1,200.00	60-60-00-5346	SCADA	\$1,200.00		\$1,200.00
Totals:									\$19,772.00
Paul Cecilie	One-Time Check 29088	02/06/2025 Posted	02/06/2025		\$1,108.38	60-00-00-1127	Citywide Bank Refunds	\$0.00	\$1,108.38
	02/06/2025		\$0.00	\$0.00	60-60-00-4409	Refunds	\$1,108.38		\$1,108.38
Totals:									\$1,108.38
Principle Electric	Computer Check 29080	02/06/2025 Posted	02/06/2025		\$4,150.00	60-00-00-1127	Citywide Bank Accounts Payable Co	\$0.00	\$4,150.00
2665	01/29/2025	WTP-Circuit Board	\$2,125.00	\$2,125.00	60-60-00-5330	Water Treatment Plant Repairs	\$4,150.00		\$4,150.00

Financial Control Matrix							
Threshold	Expenses/Obligations <= \$25k	Expenses/Obligations between \$25k & < \$50k	Expenses/Obligations > \$50k	Expenses/Obligations between \$50k & \$2MM, pertaining to CIP	Expenses/Obligations > = \$2MM, pertaining to CIP	Emergency Maintenance	Project Contract Materials
Control	District Manager is Authorized to Execute	District Manager shall notify within 48 hours	District Manager shall obtain prior approval	District Manager shall notify within 48 hours	District Manager shall obtain prior approval	District Manager shall notify within 48 hours	District Manager is Authorized to Execute

Financial Control 1.a	Financial Control 1.b	Financial Control 1.c	Financial Control 1.d	Financial Control 1.e	Financial Control 1.f	Financial Control 1.g
X						
X						
X						
X						
X						
				X		
X						
X						

**Castle Pines North Metropolitan District
Disbursements Summary
For the Period November 21, 2024 - February 14, 2025
PRESENTED FOR REVIEW**

CHECKS - 28961 through 29089

Amount

Voucher Checks - November 21, 2024 - February 14, 2025	\$ 3,759,214.72
One-Time Checks - November 21, 2024 - February 14, 2025	5,300.67

TOTAL CHECKS PRESENTED TO BE REVIEWED

\$ 3,764,515.39

ELECTRONIC PAYMENTS

November 21, 2024 - February 14, 2025	\$ 411,176.15
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TOTAL ELECTRONIC PAYMENTS TO BE REVIEWED

\$ 411,176.15

Total Payments presented for Review

\$ 4,175,691.54

Castle Pines North Metropolitan District
Electronic Payments Report
For the Period November 21, 2024 - February 14, 2025
PRESENTED FOR REVIEW

	Amount
<u>Electronic Payments</u>	
Xcel	6,210.70
Payroll & payroll related items (Month-End November)	12,470.32
Payroll & payroll related items (Mid-Month December)	14,784.63
Payroll & payroll related items (Month-End December)	16,380.95
Payroll & payroll related items (Mid-Month January)	15,191.72
Payroll & payroll related items (Month-End January)	16,061.19
Payroll & payroll related items (Mid-Month February)	9,550.95
Bank Service Charges	3,219.08
United Healthcare	12,354.60
Citywide Visa Credit Card Payment	3,494.66
Chase Loan Payment	300,349.15
Total Electronic Payments	\$ <u>410,067.95</u>
 <u>Castle Pines North Board of Directors</u>	
J. Blanckaert - Payment for Meeting Attendance	\$ 277.05
T. Radloff - Payment for Meeting Attendance	277.05
J. Krell - Payment for Meeting Attendance	277.05
L. Enquist - Payment for Meeting	277.05
J. Mulvey - No payment	-
Total payments to Board of Directors	\$ <u>1,108.20</u>
 Total Electronic Payments Presented for Review - All funds	 \$ <u><u>411,176.15</u></u>

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
360 Underground Ltd	Computer Check 28961	12/11/2024	12/11/2024 Posted	\$8,070.00	60-00-00-1127	Citywide Bank	\$0.00	\$8,070.00
					60-00-00-2100	Accounts Payable Co	\$8,070.00	\$0.00
							<i>Totals:</i>	\$4,630.00
							<i>Totals:</i>	\$3,440.00
360 Underground Ltd	Computer Check 29049	01/22/2025	01/22/2025 Posted	\$2,995.00	60-00-00-1127	Citywide Bank	\$0.00	\$2,995.00
					60-00-00-2100	Accounts Payable Co	\$2,995.00	\$0.00
							<i>Totals:</i>	\$2,995.00
Advanced Mechanical Services	Computer Check 29004	01/09/2025	01/09/2025 Posted	\$201,321.32	60-00-00-1127	Citywide Bank	\$0.00	\$201,321.32
					60-00-00-2100	Accounts Payable Co	\$201,321.32	\$0.00
							<i>Totals:</i>	\$65,025.00
							<i>Totals:</i>	\$99,257.93
							<i>Totals:</i>	\$21,681.87
							<i>Totals:</i>	\$12,916.52
							<i>Totals:</i>	\$2,440.00
AIMS Team LLC	Computer Check 29005	01/09/2025	01/09/2025 Posted	\$2,560.00	60-00-00-1127	Citywide Bank	\$0.00	\$2,560.00
					60-00-00-2100	Accounts Payable Co	\$2,560.00	\$0.00
							<i>Totals:</i>	\$1,664.00
							<i>Totals:</i>	\$896.00
							<i>Totals:</i>	\$2,560.00
American Security Professional	Computer Check	12/11/2024	12/11/2024	\$810.00	60-00-00-1127	Citywide Bank	\$0.00	\$810.00

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
	28962		Posted		60-00-00-2100	Accounts Payable Co	\$810.00	\$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
344	12/01/2024	Alarm Monitoring-712	\$135.00	\$135.00	60-60-00-5201	Telephone/Alarms		\$135.00
						<i>Totals:</i>		\$135.00
205	12/01/2024	Alarm Monitoring-740	\$135.00	\$135.00	60-60-00-5201	Telephone/Alarms		\$87.75
205	12/01/2024	Alarm Monitoring-740	\$135.00	\$135.00	60-61-00-5201	Telephone/Alarms		\$47.25
						<i>Totals:</i>		\$135.00
196	12/01/2024	Alarm Monitoring-712	\$135.00	\$135.00	60-60-00-5201	Telephone/Alarms		\$135.00
						<i>Totals:</i>		\$135.00
166	12/01/2024	Alarm Monitoring-LS3	\$135.00	\$135.00	60-61-00-5201	Telephone/Alarms		\$135.00
						<i>Totals:</i>		\$135.00
154	12/01/2024	Alarm Monitoring-111	\$135.00	\$135.00	60-60-00-5201	Telephone/Alarms		\$135.00
						<i>Totals:</i>		\$135.00
66	12/01/2024	Alarm Monitoring-BPS	\$135.00	\$135.00	60-60-00-5201	Telephone/Alarms		\$135.00
						<i>Totals:</i>		\$135.00
American Security Professional	Computer Check 29006	01/09/2025	01/09/2025 Posted	\$80.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$80.00	\$80.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
196	12/01/2024	Permit- WTP	\$40.00	\$40.00	60-60-00-5201	Telephone/Alarms		\$40.00
						<i>Totals:</i>		\$40.00
205	12/01/2024	Permit-7404 Yorkshire	\$40.00	\$40.00	60-60-00-5201	Telephone/Alarms		\$26.00
205	12/01/2024	Permit-7404 Yorkshire	\$40.00	\$40.00	60-61-00-5201	Telephone/Alarms		\$14.00
						<i>Totals:</i>		\$40.00
American Water Works Asso.	Computer Check 29061	02/06/2025	02/06/2025 Posted	\$276.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$276.00	\$276.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
SO199700	11/26/2024	Annual Membership-N	\$276.00	\$276.00	60-60-00-5219	Professional Education/Conferen		\$179.40
SO199700	11/26/2024	Annual Membership-N	\$276.00	\$276.00	60-61-00-5219	Professional Education & Confer		\$96.60
						<i>Totals:</i>		\$276.00
AtoZ Complete Home Repair	Computer Check 29007	01/09/2025	01/09/2025 Posted	\$4,984.87	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$4,984.87	\$4,984.87 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
24-2088	07/18/2024	Reception Area-Labor	\$2,890.00	\$2,890.00	60-60-00-7759	WTP Building Construction/Filter		\$2,890.00
						<i>Totals:</i>		\$2,890.00
24-2087	07/18/2024	Light Fixture Replacem	\$2,094.87	\$2,094.87	60-60-00-7759	WTP Building Construction/Filter		\$2,094.87

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>	\$2,094.87
Avaya Inc	Computer Check 29062	02/06/2025	02/06/2025 Posted	\$552.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$552.00	\$552.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		
2734910013	02/01/2025	Telephone Software Su	\$552.00	\$552.00	60-60-00-5201	Telephone/Alarms		
2734910013	02/01/2025	Telephone Software Su	\$552.00	\$552.00	60-61-00-5201	Telephone/Alarms		
							<i>Totals:</i>	\$552.00
Backflow Secure; Management	Computer Check 28963	12/11/2024	12/11/2024 Posted	\$9,000.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$9,000.00	\$9,000.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		
827	11/22/2024	Backflow Services Prog	\$9,000.00	\$9,000.00	60-60-00-5417	Professional Svcs - Backflow Proc		
							<i>Totals:</i>	\$9,000.00
Backflow Secure; Management	Computer Check 28994	12/19/2024	12/19/2024 Posted	\$9,000.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$9,000.00	\$9,000.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		
830	12/08/2024	Backflow Services Prog	\$9,000.00	\$9,000.00	60-60-00-5417	Professional Svcs - Backflow Proc		
							<i>Totals:</i>	\$9,000.00
Backflow Secure; Management	Computer Check 29008	01/09/2025	01/09/2025 Posted	\$14,500.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$14,500.00	\$14,500.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		
833	12/22/2024	Backflow Repairs-2024	\$14,500.00	\$14,500.00	60-60-00-5417	Professional Svcs - Backflow Proc		
							<i>Totals:</i>	\$14,500.00
Backflow Secure; Management	Computer Check 29063	02/06/2025	02/06/2025 Posted	\$9,000.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$9,000.00	\$9,000.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		
836	02/01/2025	Backflow Services Prog	\$9,000.00	\$9,000.00	60-60-00-5417	Professional Svcs - Backflow Proc		
							<i>Totals:</i>	\$9,000.00
Bartle Wells Associates	Computer Check 29009	01/09/2025	01/09/2025 Posted	\$5,755.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$5,755.00	\$5,755.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		
559C-1003	12/19/2024	Water & Wastewater R	\$5,755.00	\$5,755.00	60-60-00-5419	Professional Svcs- Rates and Fee:		
559C-1003	12/19/2024	Water & Wastewater R	\$5,755.00	\$5,755.00	60-61-00-5419	Professional Svcs- Rates and Fee:		

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
						<i>Totals:</i>		\$5,755.00
Blackbaud	Computer Check 29010	01/09/2025	01/09/2025 Posted	\$23,650.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$23,650.00	\$23,650.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
INV-0000422085	12/18/2024	FE NXT Accounting Sol	\$23,650.00	\$23,650.00	60-60-00-5145	Accounting and Payroll		\$15,372.50
INV-0000422085	12/18/2024	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
Broken Arrow Landscape & De	Computer Check 29011	01/09/2025	01/09/2025 Posted	\$900.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$900.00	\$900.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
0006-2024	12/24/2024	Snow Removal	\$900.00	\$900.00	60-60-00-5211	Snow Removal		\$585.00
0006-2024	12/24/2024	Snow Removal	\$900.00	\$900.00	60-61-00-5211	Snow Removal		\$315.00
						<i>Totals:</i>		\$900.00
Castle Pines Connection	Computer Check 28964	12/11/2024	12/11/2024 Posted	\$2,000.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$2,000.00	\$2,000.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
14501	12/01/2024	Full Page Ad	\$2,000.00	\$2,000.00	60-60-00-5169	Communications - Public Outrea		\$1,300.00
14501	12/01/2024	Full Page Ad	\$2,000.00	\$2,000.00	60-61-00-5169	Communications - Public Outrea		\$700.00
						<i>Totals:</i>		\$2,000.00
Castle Pines Connection	Computer Check 29012	01/09/2025	01/09/2025 Posted	\$2,200.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$2,200.00	\$2,200.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
14592	01/01/2025	Full Page Ad	\$2,200.00	\$2,200.00	60-60-00-5169	Communications - Public Outrea		\$1,430.00
14592	01/01/2025	Full Page Ad	\$2,200.00	\$2,200.00	60-61-00-5169	Communications - Public Outrea		\$770.00
						<i>Totals:</i>		\$2,200.00
Castle Pines Connection	Computer Check 29064	02/06/2025	02/06/2025 Posted	\$2,200.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$2,200.00	\$2,200.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
14673	02/01/2025	Full Page Ad	\$2,200.00	\$2,200.00	60-60-00-5169	Communications - Public Outrea		\$1,430.00
14673	02/01/2025	Full Page Ad	\$2,200.00	\$2,200.00	60-61-00-5169	Communications - Public Outrea		\$770.00
						<i>Totals:</i>		\$2,200.00
Centennial Water & Sanitation	Computer Check	01/09/2025	01/09/2025	\$400,000.00	60-00-00-1127	Citywide Bank	\$0.00	\$400,000.00

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
	29013		Posted		60-00-00-2100	Accounts Payable Co	\$400,000.00	\$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
178050	12/26/2024	Capacity Readiness Ch	\$400,000.00	\$400,000.00	60-60-00-5372	Centennial Capacity Readiness		\$400,000.00
						<i>Totals:</i>		\$400,000.00
CenturyLink	Computer Check 28965	12/11/2024	12/11/2024 Posted	\$149.47	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$149.47	\$149.47 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
334174650	11/25/2024	Fire Alarm Phone Line-	\$149.47	\$149.47	60-60-00-5201	Telephone/Alarms		\$149.47
						<i>Totals:</i>		\$149.47
CenturyLink	Computer Check 29014	01/09/2025	01/09/2025 Posted	\$153.30	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$153.30	\$153.30 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
334174650	12/25/2024	Fire Alarm Phone Line-	\$153.30	\$153.30	60-60-00-5201	Telephone/Alarms		\$153.30
						<i>Totals:</i>		\$153.30
CenturyLink	Computer Check 29065	02/06/2025	02/06/2025 Posted	\$153.42	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$153.42	\$153.42 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
334174650	01/25/2025	Fire Alarm Phone Line-	\$153.42	\$153.42	60-60-00-5201	Telephone/Alarms		\$153.42
						<i>Totals:</i>		\$153.42
Chatfield Reservoir Mitigation Co	Computer Check 29015	01/09/2025	01/09/2025 Posted	\$161,966.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$161,966.00	\$161,966.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
2025-05	01/02/2025	2024-2025 Annual Mer	\$161,966.00	\$161,966.00	60-60-00-7725	Chatfield Res. Mitigation Co.		\$161,966.00
						<i>Totals:</i>		\$161,966.00
City of Castle Pines	Computer Check 29016	01/09/2025	01/09/2025 Posted	\$685,098.09	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$685,098.09	\$685,098.09 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
23291	12/20/2024	Monarch Blvd-PayApp	\$228,363.80	\$228,363.80	60-60-00-7767	Monarch Waterline Replacement		\$228,363.80
						<i>Totals:</i>		\$228,363.80
23290	12/20/2024	Monarch Blvd-PayApp	\$456,734.29	\$456,734.29	60-60-00-7767	Monarch Waterline Replacement		\$456,734.29
						<i>Totals:</i>		\$456,734.29
Colorado Special Districts	Computer Check 28966	12/11/2024	12/11/2024 Posted	\$114,669.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$114,669.00	\$114,669.00 \$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
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	
25PL-60576-3321	11/22/2024	Property & Liability Ins	\$114,669.00	\$114,669.00	60-60-00-5220	Insurance Property & Liability		\$74,534.85
25PL-60576-3321	11/22/2024	Property & Liability Ins	\$114,669.00	\$114,669.00	60-61-00-5220	Property & Liability Insurance		\$40,134.15
<i>Totals:</i>								\$114,669.00
Comcast Business	Computer Check 28995	12/19/2024	12/19/2024 Posted	\$783.10	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$783.10	\$783.10 \$0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	
226623622	12/01/2024	Ethernet Internet-7404	\$783.10	\$783.10	60-60-00-5201	Telephone/Alarms		\$509.02
226623622	12/01/2024	Ethernet Internet-7404	\$783.10	\$783.10	60-61-00-5201	Telephone/Alarms		\$274.08
<i>Totals:</i>								\$783.10
Comcast Business	Computer Check 29017	01/09/2025	01/09/2025 Posted	\$783.10	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$783.10	\$783.10 \$0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	
001001720889	01/02/2025	Ethernet Internet-7404	\$783.10	\$783.10	60-60-00-5201	Telephone/Alarms		\$509.02
001001720889	01/02/2025	Ethernet Internet-7404	\$783.10	\$783.10	60-61-00-5201	Telephone/Alarms		\$274.08
<i>Totals:</i>								\$783.10
COMCAST	Computer Check 28967	12/11/2024	12/11/2024 Posted	\$405.31	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$405.31	\$405.31 \$0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	
8497202420365418	11/18/2024	HS Internet-WTP	\$405.31	\$405.31	60-60-00-5201	Telephone/Alarms		\$405.31
<i>Totals:</i>								\$405.31
COMCAST	Computer Check 29018	01/09/2025	01/09/2025 Posted	\$424.69	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$424.69	\$424.69 \$0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	
8497202420365418	12/19/2024	HS Internet-WTP	\$424.69	\$424.69	60-60-00-5201	Telephone/Alarms		\$424.69
<i>Totals:</i>								\$424.69
COMCAST	Computer Check 29066	02/06/2025	02/06/2025 Posted	\$428.65	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$428.65	\$428.65 \$0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	
8497202420365418	01/18/2025	HS Internet-WTP	\$428.65	\$428.65	60-60-00-5201	Telephone/Alarms		\$428.65
<i>Totals:</i>								\$428.65
Community Resource Services	Computer Check 28968	12/11/2024	12/11/2024 Posted	\$36,570.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$36,570.00	\$36,570.00 \$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	
	11/30/2024	Finance & Billing -Nov	\$36,570.00	\$36,570.00	60-60-00-5145	Accounting and Payroll		\$23,770.50
	11/30/2024	Finance & Billing -Nov	\$36,570.00	\$36,570.00	60-61-00-5145	Accounting and Payroll		\$12,799.50
<i>Totals:</i>								\$36,570.00
Community Resource Services	Computer Check 29050	01/22/2025	01/22/2025 Posted	\$15,861.50	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$15,861.50	\$15,861.50 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
	12/31/2024	Finance & Billing-Dece	\$15,861.50	\$15,861.50	60-60-00-5145	Accounting and Payroll		\$10,309.98
	12/31/2024	Finance & Billing-Dece	\$15,861.50	\$15,861.50	60-61-00-5145	Accounting and Payroll		\$5,551.52
<i>Totals:</i>								\$15,861.50
CORE Electric Coop	Computer Check 28969	12/11/2024	12/11/2024 Posted	\$79,252.14	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$79,252.14	\$79,252.14 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
23793000	12/03/2024	Electrical Service	\$79,252.14	\$79,252.14	60-60-00-5202	Electricity & Natural Gas		\$181.32
23793000	12/03/2024	Electrical Service	\$79,252.14	\$79,252.14	60-60-00-5206	Electricity for Well Pumping		\$64,468.12
23793000	12/03/2024	Electrical Service	\$79,252.14	\$79,252.14	60-60-00-5207	Electricity for WTP		\$6,257.32
23793000	12/03/2024	Electrical Service	\$79,252.14	\$79,252.14	60-60-00-5208	Electricity for Booster Pump Stati		\$1,799.64
23793000	12/03/2024	Electrical Service	\$79,252.14	\$79,252.14	60-60-00-5330	Water Treatment Plant Repairs		\$105.37
23793000	12/03/2024	Electrical Service	\$79,252.14	\$79,252.14	60-61-00-5202	Electricity & Natural Gas		\$97.64
23793000	12/03/2024	Electrical Service	\$79,252.14	\$79,252.14	60-61-00-5209	Electricity for Wastewater Pumpir		\$6,342.73
<i>Totals:</i>								\$79,252.14
CORE Electric Coop	Computer Check 29051	01/22/2025	01/22/2025 Posted	\$77,332.51	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$77,332.51	\$77,332.51 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
23793000	01/06/2025	Electrical Service-Dece	\$77,332.51	\$77,332.51	60-60-00-5202	Electricity & Natural Gas		\$202.44
23793000	01/06/2025	Electrical Service-Dece	\$77,332.51	\$77,332.51	60-60-00-5206	Electricity for Well Pumping		\$60,467.34
23793000	01/06/2025	Electrical Service-Dece	\$77,332.51	\$77,332.51	60-60-00-5207	Electricity for WTP		\$7,116.14
23793000	01/06/2025	Electrical Service-Dece	\$77,332.51	\$77,332.51	60-60-00-5208	Electricity for Booster Pump Stati		\$2,303.05
23793000	01/06/2025	Electrical Service-Dece	\$77,332.51	\$77,332.51	60-60-00-5330	Water Treatment Plant Repairs		\$106.23
23793000	01/06/2025	Electrical Service-Dece	\$77,332.51	\$77,332.51	60-61-00-5202	Electricity & Natural Gas		\$109.01
23793000	01/06/2025	Electrical Service-Dece	\$77,332.51	\$77,332.51	60-61-00-5209	Electricity for Wastewater Pumpir		\$7,028.30
<i>Totals:</i>								\$77,332.51
CORE Electric Coop	Computer Check 29067	02/06/2025	02/06/2025 Posted	\$71,933.40	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$71,933.40	\$71,933.40 \$0.00
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	
23793000	02/04/2025	Electrical Service-Janua	\$71,933.40	\$71,933.40	60-60-00-5202	Electricity & Natural Gas		\$357.92
23793000	02/04/2025	Electrical Service-Janua	\$71,933.40	\$71,933.40	60-60-00-5206	Electricity for Well Pumping		\$56,535.81
23793000	02/04/2025	Electrical Service-Janua	\$71,933.40	\$71,933.40	60-60-00-5207	Electricity for WTP		\$6,223.73
23793000	02/04/2025	Electrical Service-Janua	\$71,933.40	\$71,933.40	60-60-00-5208	Electricity for Booster Pump Stati		\$2,161.11
23793000	02/04/2025	Electrical Service-Janua	\$71,933.40	\$71,933.40	60-60-00-5330	Water Treatment Plant Repairs		\$105.53
23793000	02/04/2025	Electrical Service-Janua	\$71,933.40	\$71,933.40	60-61-00-5202	Electricity & Natural Gas		\$192.73
23793000	02/04/2025	Electrical Service-Janua	\$71,933.40	\$71,933.40	60-61-00-5209	Electricity for Wastewater Pumpir		\$6,356.57
<i>Totals:</i>								\$71,933.40
Dana Kepner Co.	Computer Check 28970	12/11/2024	12/11/2024 Posted	\$22,723.60	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$22,723.60	\$22,723.60 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
1607678-00	11/26/2024	Meters & Parts	\$22,723.60	\$22,723.60	60-60-00-5226	Water Meters		\$22,723.60
<i>Totals:</i>								\$22,723.60
Douglas County Conservation I	Computer Check 29052	01/22/2025	01/22/2025 Posted	\$130,978.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$130,978.00	\$130,978.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
SEP-DC-241028-1	01/22/2025	CDPHE Consent Order	\$130,978.00	\$130,978.00	60-61-00-5400	Collection - Emergency Response		\$130,978.00
<i>Totals:</i>								\$130,978.00
DTC Print Brokers	Computer Check 28971	12/11/2024	12/11/2024 Posted	\$795.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$795.00	\$795.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
2395	12/06/2024	Bill Inserts-11/30/24	\$795.00	\$795.00	60-60-00-5169	Communications - Public Outrea		\$516.75
2395	12/06/2024	Bill Inserts-11/30/24	\$795.00	\$795.00	60-61-00-5169	Communications - Public Outrea		\$278.25
<i>Totals:</i>								\$795.00
DTC Print Brokers	Computer Check 29053	01/22/2025	01/22/2025 Posted	\$1,050.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$1,050.00	\$1,050.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
2405	01/09/2025	Finance & Billing-Dece	\$795.00	\$795.00	60-60-00-5169	Communications - Public Outrea		\$516.75
2405	01/09/2025	Finance & Billing-Dece	\$795.00	\$795.00	60-61-00-5169	Communications - Public Outrea		\$278.25
<i>Totals:</i>								\$795.00
2408	01/14/2025	Window Envelopes-Of	\$255.00	\$255.00	60-60-00-5222	Printing & Copying		\$165.75
2408	01/14/2025	Window Envelopes-Of	\$255.00	\$255.00	60-61-00-5222	Printing & Copying		\$89.25
<i>Totals:</i>								\$255.00

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Cash Disbursement Journals

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Elara Creatives	Computer Check 28972	12/11/2024	12/11/2024 Posted	\$6,325.00	60-00-00-1127	Citywide Bank	\$0.00	\$6,325.00
					60-00-00-2100	Accounts Payable Co	\$6,325.00	\$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
2770DD99-0013	12/03/2024	Digital Marketing, Cor	\$6,325.00	\$6,325.00	60-60-00-5169	Communications - Public Outrea		\$4,111.25
2770DD99-0013	12/03/2024	Digital Marketing, Cor	\$6,325.00	\$6,325.00	60-61-00-5169	Communications - Public Outrea		\$2,213.75
						<i>Totals:</i>		\$6,325.00
Elara Creatives	Computer Check 29019	01/09/2025	01/09/2025 Posted	\$6,575.00	60-00-00-1127	Citywide Bank	\$0.00	\$6,575.00
					60-00-00-2100	Accounts Payable Co	\$6,575.00	\$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
2770DD99-0014	01/06/2025	Digital Marketing, Cor	\$6,575.00	\$6,575.00	60-60-00-5169	Communications - Public Outrea		\$4,273.75
2770DD99-0014	01/06/2025	Digital Marketing, Cor	\$6,575.00	\$6,575.00	60-61-00-5169	Communications - Public Outrea		\$2,301.25
						<i>Totals:</i>		\$6,575.00
Elara Creatives	Computer Check 29068	02/06/2025	02/06/2025 Posted	\$6,851.21	60-00-00-1127	Citywide Bank	\$0.00	\$6,851.21
					60-00-00-2100	Accounts Payable Co	\$6,851.21	\$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
2770DD99-0016	02/02/2025	Digital Marketing, Cor	\$6,851.21	\$6,851.21	60-60-00-5169	Communications - Public Outrea		\$4,453.29
2770DD99-0016	02/02/2025	Digital Marketing, Cor	\$6,851.21	\$6,851.21	60-61-00-5169	Communications - Public Outrea		\$2,397.92
						<i>Totals:</i>		\$6,851.21
EPR	Computer Check 28974	12/11/2024	12/11/2024 Posted	\$177,369.09	60-00-00-1127	Citywide Bank	\$0.00	\$177,369.09
					60-00-00-2100	Accounts Payable Co	\$177,369.09	\$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
3896	12/03/2024	989 Deer Clover Way-C	\$3,090.53	\$3,090.53	60-60-00-5360	Water Distribution Repairs		\$3,090.53
						<i>Totals:</i>		\$3,090.53
3902	12/05/2024	Pine Ridge Ln & Way-	\$5,796.10	\$5,796.10	60-60-00-5360	Water Distribution Repairs		\$5,796.10
						<i>Totals:</i>		\$5,796.10
3903	12/05/2024	65 Clare Ct- Main Brea	\$34,017.39	\$34,017.39	60-60-00-5360	Water Distribution Repairs		\$34,017.39
						<i>Totals:</i>		\$34,017.39
3906	12/10/2024	Valve Installs 10" main	\$134,465.07	\$134,465.07	60-60-00-7767	Monarch Waterline Replacement		\$134,465.07
						<i>Totals:</i>		\$134,465.07
EPR	Computer Check 29021	01/09/2025	01/09/2025 Posted	\$22,147.36	60-00-00-1127	Citywide Bank	\$0.00	\$22,147.36
					60-00-00-2100	Accounts Payable Co	\$22,147.36	\$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
3911	12/12/2024	268 Warwick Pl- Curb S	\$5,689.25	\$5,689.25	60-60-00-5360	Water Distribution Repairs		\$5,689.25
						<i>Totals:</i>		\$5,689.25

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	
3919	01/02/2025	Pine Ridge Trl & CP Pk	\$16,458.11	\$16,458.11	60-60-00-5360	Water Distribution Repairs		\$16,458.11
<i>Totals:</i>								\$16,458.11
Employers Council	Computer Check 29069	02/06/2025	02/06/2025 Posted	\$3,995.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$3,995.00	\$3,995.00 \$0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	
1002571456	02/03/2025	Consulting Membershi	\$3,995.00	\$3,995.00	60-60-00-5158	Professional Services - Human Re		\$2,596.75
1002571456	02/03/2025	Consulting Membershi	\$3,995.00	\$3,995.00	60-61-00-5158	Professional Services - Human Re		\$1,398.25
<i>Totals:</i>								\$3,995.00
ENLIVE tv Services LLC	Computer Check 28973	12/11/2024	12/11/2024 Posted	\$200.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$200.00	\$200.00 \$0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	
0162	12/02/2024	CDN-Board Meetings-l	\$200.00	\$200.00	60-60-00-5169	Communications - Public Outrea		\$130.00
0162	12/02/2024	CDN-Board Meetings-l	\$200.00	\$200.00	60-61-00-5169	Communications - Public Outrea		\$70.00
<i>Totals:</i>								\$200.00
ENLIVE tv Services LLC	Computer Check 29020	01/09/2025	01/09/2025 Posted	\$200.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$200.00	\$200.00 \$0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	
0164	12/31/2024	CDN-Board Meetings-.	\$200.00	\$200.00	60-60-00-5169	Communications - Public Outrea		\$130.00
0164	12/31/2024	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 28975	12/11/2024	12/11/2024 Posted	\$286.50	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$286.50	\$286.50 \$0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	
	11/30/2024	Wage Garnishment-FSI	\$286.50	\$286.50	60-00-00-2110	Misc Accounts Payable		\$286.50
<i>Totals:</i>								\$286.50
Family Support Registry	Computer Check 28996	12/19/2024	12/19/2024 Posted	\$286.50	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$286.50	\$286.50 \$0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	
	12/15/2024	Wage Garnishment-FSI	\$286.50	\$286.50	60-00-00-2110	Misc Accounts Payable		\$286.50
<i>Totals:</i>								\$286.50
Family Support Registry	Computer Check 29022	01/09/2025	01/09/2025 Posted	\$286.50	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$286.50	\$286.50 \$0.00

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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	
	12/31/2024	Wage Garnishment-FSI	\$286.50	\$286.50	60-00-00-2110	Misc Accounts Payable		\$286.50
<i>Totals:</i>								\$286.50
Family Support Registry	Computer Check 29054	01/22/2025	01/22/2025 Posted	\$286.50	60-00-00-1127 60-00-00-2100	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	
	01/15/2025	Wage Garnishment-FSI	\$286.50	\$286.50	60-00-00-2110	Misc Accounts Payable		\$286.50
<i>Totals:</i>								\$286.50
Family Support Registry	Computer Check 29070	02/06/2025	02/06/2025 Posted	\$286.50	60-00-00-1127 60-00-00-2100	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	
	01/31/2025	Wage Garnishment-FSI	\$286.50	\$286.50	60-00-00-2110	Misc Accounts Payable		\$286.50
<i>Totals:</i>								\$286.50
Flash Fire Protection Inc.	Computer Check 28997	12/19/2024	12/19/2024 Posted	\$330.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$330.00	\$330.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
35134	12/19/2024	Fire Extinguisher Inspe	\$330.00	\$330.00	60-60-00-5330	Water Treatment Plant Repairs		\$214.50
35134	12/19/2024	Fire Extinguisher Inspe	\$330.00	\$330.00	60-61-00-5370	Collection - Repair and Maintena		\$115.50
<i>Totals:</i>								\$330.00
FuseOn Connections, Inc.	One-Time Check 29048	01/09/2025	01/09/2025 Posted	\$77.05	60-00-00-1127 60-60-00-4409	Citywide Bank Refunds	\$0.00 \$77.05	\$77.05 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
	01/09/2025		\$0.00	\$0.00	60-60-00-4409	Refunds		\$77.05
<i>Totals:</i>								\$77.05
Greystone Technology Group	Computer Check 28998	12/19/2024	12/19/2024 Posted	\$1,876.86	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$1,876.86	\$1,876.86 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
91843	12/01/2024	IT Service-December	\$1,702.50	\$1,702.50	60-60-00-5166	Software Support		\$1,106.63
91843	12/01/2024	IT Service-December	\$1,702.50	\$1,702.50	60-61-00-5166	Software Support		\$595.87
<i>Totals:</i>								\$1,702.50
92508	12/12/2024	Cloud Service-Novemt	\$174.36	\$174.36	60-60-00-5166	Software Support		\$113.33
92508	12/12/2024	Cloud Service-Novemt	\$174.36	\$174.36	60-61-00-5166	Software Support		\$61.03
<i>Totals:</i>								\$174.36

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
Greystone Technology Group	Computer Check 29055	01/22/2025	01/22/2025 Posted	\$2,386.86	60-00-00-1127	Citywide Bank	\$0.00	\$2,386.86
					60-00-00-2100	Accounts Payable Co	\$2,386.86	\$0.00
	Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount
	9249	12/26/2024	WTP- 2 Workstations &	\$255.00	\$255.00	60-60-00-5166	Software Support	\$255.00
							<i>Totals:</i>	\$255.00
	92814	01/14/2025	IT Service- January	\$1,957.50	\$1,957.50	60-60-00-5166	Software Support	\$1,272.38
	92814	01/14/2025	IT Service- January	\$1,957.50	\$1,957.50	60-61-00-5166	Software Support	\$685.12
							<i>Totals:</i>	\$1,957.50
	93839	01/15/2025	Cloud Service-Decemb	\$174.36	\$174.36	60-60-00-5166	Software Support	\$113.33
	93839	01/15/2025	Cloud Service-Decemb	\$174.36	\$174.36	60-61-00-5166	Software Support	\$61.03
							<i>Totals:</i>	\$174.36
Greystone Technology Group	Computer Check 29071	02/06/2025	02/06/2025 Posted	\$1,957.50	60-00-00-1127	Citywide Bank	\$0.00	\$1,957.50
					60-00-00-2100	Accounts Payable Co	\$1,957.50	\$0.00
	Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount
	93478	02/01/2025	IT Service-February	\$1,957.50	\$1,957.50	60-60-00-5166	Software Support	\$1,272.38
	93478	02/01/2025	IT Service-February	\$1,957.50	\$1,957.50	60-61-00-5166	Software Support	\$685.12
							<i>Totals:</i>	\$1,957.50
Groundwater Mgmt. Subdistric	Computer Check 29023	01/09/2025	01/09/2025 Posted	\$41,580.00	60-00-00-1127	Citywide Bank	\$0.00	\$41,580.00
					60-00-00-2100	Accounts Payable Co	\$41,580.00	\$0.00
	Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount
	1019	01/02/2025	2025 Assessment	\$31,128.20	\$31,128.20	60-60-00-5311	Ditch Operating Assessments	\$31,128.20
							<i>Totals:</i>	\$31,128.20
	1018	01/02/2025	2025 Assessment	\$8,049.70	\$8,049.70	60-60-00-5311	Ditch Operating Assessments	\$8,049.70
							<i>Totals:</i>	\$8,049.70
	1020	01/02/2025	2025 Assessment	\$2,402.10	\$2,402.10	60-60-00-5311	Ditch Operating Assessments	\$2,402.10
							<i>Totals:</i>	\$2,402.10
GSE Construction Co., Inc.	Computer Check 29024	01/09/2025	01/09/2025 Posted	\$253,775.40	60-00-00-1127	Citywide Bank	\$0.00	\$253,775.40
					60-00-00-2100	Accounts Payable Co	\$253,775.40	\$0.00
	Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount
	Pay App 2	12/05/2024	Well Vaults Rehab Proj	\$41,230.00	\$41,230.00	60-60-00-7760	Well Control Vault Rehab Program	\$41,230.00
							<i>Totals:</i>	\$41,230.00
	Pay App 3	01/03/2025	Well Vaults Rehab Proj	\$212,545.40	\$212,545.40	60-60-00-7760	Well Control Vault Rehab Program	\$212,545.40
							<i>Totals:</i>	\$212,545.40
GSE Construction Co., Inc.	Computer Check 29072	02/06/2025	02/06/2025 Posted	\$110,485.00	60-00-00-1127	Citywide Bank	\$0.00	\$110,485.00
					60-00-00-2100	Accounts Payable Co	\$110,485.00	\$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	
Pay App 4	01/27/2025	Well Vaults Rehab Proj	\$110,485.00	\$110,485.00	60-60-00-7760	Well Control Vault Rehab Program		\$110,485.00
							<i>Totals:</i>	\$110,485.00
H2 Advisors Corporation	Computer Check 29073	02/06/2025	02/06/2025 Posted	\$19,890.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$19,890.00	\$19,890.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
101082	01/20/2025	Accounting & Finance	\$19,890.00	\$19,890.00	60-60-00-5145	Accounting and Payroll		\$12,928.50
101082	01/20/2025	Accounting & Finance	\$19,890.00	\$19,890.00	60-61-00-5145	Accounting and Payroll		\$6,961.50
							<i>Totals:</i>	\$19,890.00
Hamre Rodriguez Ostrander	Computer Check 28999	12/19/2024	12/19/2024 Posted	\$190.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$190.00	\$190.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
1030	12/04/2024	Legal Service-Water Ri	\$190.00	\$190.00	60-60-00-5400	Professional Svcs - Water Rights		\$190.00
							<i>Totals:</i>	\$190.00
Hamre Rodriguez Ostrander	Computer Check 29025	01/09/2025	01/09/2025 Posted	\$280.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$280.00	\$280.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
1060	01/03/2025	Legal Service- Water R	\$280.00	\$280.00	60-60-00-5400	Professional Svcs - Water Rights		\$280.00
							<i>Totals:</i>	\$280.00
HBS	Computer Check 28976	12/11/2024	12/11/2024 Posted	\$343.66	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$343.66	\$343.66 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
FR4816116	11/30/2024	Trash Service-7404 Yor	\$343.66	\$343.66	60-60-00-5204	Trash Removal		\$223.38
FR4816116	11/30/2024	Trash Service-7404 Yor	\$343.66	\$343.66	60-61-00-5204	Trash Removal		\$120.28
							<i>Totals:</i>	\$343.66
HBS	Computer Check 29026	01/09/2025	01/09/2025 Posted	\$341.99	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$341.99	\$341.99 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
FR4906689	12/31/2024	Trash Service-7404 Yor	\$341.99	\$341.99	60-60-00-5204	Trash Removal		\$222.29
FR4906689	12/31/2024	Trash Service-7404 Yor	\$341.99	\$341.99	60-61-00-5204	Trash Removal		\$119.70
							<i>Totals:</i>	\$341.99
HBS	Computer Check 29074	02/06/2025	02/06/2025 Posted	\$341.50	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$341.50	\$341.50 \$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
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
FR5011166	01/31/2025	Trash Service-7404 Yor	\$341.50	\$341.50	60-60-00-5204	Trash Removal		\$221.98
FR5011166	01/31/2025	Trash Service-7404 Yor	\$341.50	\$341.50	60-61-00-5204	Trash Removal		\$119.52
<i>Totals:</i>								\$341.50
Highlands Ranch Metro District	Computer Check 28977	12/11/2024	12/11/2024 Posted	\$51.50	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$51.50	\$51.50 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
97288	11/30/2024	Pump Station	\$51.50	\$51.50	60-60-00-5374	Centennial Delivery Charges		\$51.50
<i>Totals:</i>								\$51.50
Highlands Ranch Metro District	Computer Check 29027	01/09/2025	01/09/2025 Posted	\$51.50	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$51.50	\$51.50 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
97288	12/31/2024	Pump Station	\$51.50	\$51.50	60-60-00-5374	Centennial Delivery Charges		\$51.50
<i>Totals:</i>								\$51.50
Highlands Ranch Metro District	Computer Check 29075	02/06/2025	02/06/2025 Posted	\$51.50	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$51.50	\$51.50 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
97288	01/31/2025	Pump Station	\$51.50	\$51.50	60-60-00-5374	Centennial Delivery Charges		\$51.50
<i>Totals:</i>								\$51.50
Homeward Title 2 LLC	One-Time Check 28993	12/11/2024	12/11/2024 Posted	\$140.06	60-00-00-1127 60-60-00-4409	Citywide Bank Refunds	\$0.00 \$140.06	\$140.06 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
	12/11/2024		\$0.00	\$0.00	60-60-00-4409	Refunds		\$140.06
<i>Totals:</i>								\$140.06
JAN PRO Cleaning Systems of C	Computer Check 28978	12/11/2024	12/11/2024 Posted	\$788.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$788.00	\$788.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
295251	12/01/2024	Janitorial Service-CC-D	\$788.00	\$788.00	60-60-00-5229	Building Cleaning Expenses		\$512.20
295251	12/01/2024	Janitorial Service-CC-D	\$788.00	\$788.00	60-61-00-5229	Building Cleaning Expenses		\$275.80
<i>Totals:</i>								\$788.00
JAN PRO Cleaning Systems of C	Computer Check 29028	01/09/2025	01/09/2025 Posted	\$788.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$788.00	\$788.00 \$0.00
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
296976	01/01/2025	Janitorial Service-CC-Je	\$788.00	\$788.00	60-60-00-5229	Building Cleaning Expenses		\$512.20
296976	01/01/2025	Janitorial Service-CC-Je	\$788.00	\$788.00	60-61-00-5229	Building Cleaning Expenses		\$275.80
<i>Totals:</i>								\$788.00
JAN PRO Cleaning Systems of	Computer Check 29076	02/06/2025	02/06/2025 Posted	\$812.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$812.00	\$812.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
298764	02/01/2025	Janitorial Service-CC-Fi	\$812.00	\$812.00	60-60-00-5229	Building Cleaning Expenses		\$527.80
298764	02/01/2025	Janitorial Service-CC-Fi	\$812.00	\$812.00	60-61-00-5229	Building Cleaning Expenses		\$284.20
<i>Totals:</i>								\$812.00
Jehn Water Consultants Inc.	Computer Check 28979	12/11/2024	12/11/2024 Posted	\$6,021.60	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$6,021.60	\$6,021.60 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
125.1/12-24	12/01/2024	General Water Rights	\$4,751.25	\$4,751.25	60-60-00-5167	Professional Services - Water Rig		\$4,751.25
<i>Totals:</i>								\$4,751.25
125.6/12-24	12/01/2024	Resume Review	\$120.00	\$120.00	60-60-00-5167	Professional Services - Water Rig		\$120.00
<i>Totals:</i>								\$120.00
871.1/12-24	12/01/2024	Hock Hocking Share-N	\$1,150.35	\$1,150.35	60-60-00-5316	Ditch/Land Rights Operating Exp		\$1,150.35
<i>Totals:</i>								\$1,150.35
Jehn Water Consultants Inc.	Computer Check 29029	01/09/2025	01/09/2025 Posted	\$7,108.11	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$7,108.11	\$7,108.11 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
125.1/1-25	01/06/2025	General Water Rights	\$5,591.25	\$5,591.25	60-60-00-5167	Professional Services - Water Rig		\$5,591.25
<i>Totals:</i>								\$5,591.25
125.6/1-25	01/06/2025	Resume Review	\$120.00	\$120.00	60-60-00-5167	Professional Services - Water Rig		\$120.00
<i>Totals:</i>								\$120.00
871.1/1-25	01/06/2025	Hock Hocking Share-D	\$1,396.86	\$1,396.86	60-60-00-5316	Ditch/Land Rights Operating Exp		\$1,396.86
<i>Totals:</i>								\$1,396.86
Jehn Water Consultants Inc.	Computer Check 29077	02/06/2025	02/06/2025 Posted	\$6,860.99	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$6,860.99	\$6,860.99 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
125.1/2-25	02/02/2025	General Water Rights	\$5,605.00	\$5,605.00	60-60-00-5167	Professional Services - Water Rig		\$5,605.00
<i>Totals:</i>								\$5,605.00
125.6/2-25	02/02/2025	Resume Review	\$81.67	\$81.67	60-60-00-5167	Professional Services - Water Rig		\$81.67
<i>Totals:</i>								\$81.67

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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	
871.1/2-25	02/02/2025	Hock Hocking Share-Je	\$1,174.32	\$1,174.32	60-60-00-5316	Ditch/Land Rights Operating Exp		\$1,174.32
						<i>Totals:</i>		\$1,174.32
Jonathan & Marielle Bernard	One-Time Check 29060	01/22/2025	01/22/2025 Posted	\$96.93	60-00-00-1127 60-60-00-4409	Citywide Bank Refunds	\$0.00 \$96.93	\$96.93 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
	01/22/2025		\$0.00	\$0.00	60-60-00-4409	Refunds		\$96.93
						<i>Totals:</i>		\$96.93
Kennedy Jenks Consultants Inc	Computer Check 28980	12/11/2024	12/11/2024 Posted	\$177,480.31	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$177,480.31	\$177,480.31 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
175229	10/16/2024	Lagae PA-7	\$730.54	\$730.54	60-60-00-5165	Engineering Services Reimbursab		\$730.54
						<i>Totals:</i>		\$730.54
175236	10/16/2024	2024 General Engineer	\$9,717.93	\$9,717.93	60-60-00-5175	Engineering		\$4,966.54
175236	10/16/2024	2024 General Engineer	\$9,717.93	\$9,717.93	60-61-00-5164	Engineering Services		\$4,751.39
						<i>Totals:</i>		\$9,717.93
175237	10/16/2024	Monarch Water Line Re	\$16,111.99	\$16,111.99	60-60-00-7767	Monarch Waterline Replacement		\$16,111.99
						<i>Totals:</i>		\$16,111.99
175238	10/16/2024	Lead & Copper Rule Re	\$2,232.27	\$2,232.27	60-60-00-5175	Engineering		\$2,232.27
						<i>Totals:</i>		\$2,232.27
175230	10/16/2024	Lift Stations Permitting	\$37,920.02	\$37,920.02	60-61-00-7766	Waste Water - Lift Station Renov		\$37,920.02
						<i>Totals:</i>		\$37,920.02
175231	10/16/2024	Liquid Ammonia Sulfat	\$22,390.60	\$22,390.60	60-60-00-7754	Backwash Reclaim Tank Upgrade		\$22,390.60
						<i>Totals:</i>		\$22,390.60
175232	10/16/2024	Well Vaults Rehabilitati	\$5,136.92	\$5,136.92	60-60-00-7760	Well Control Vault Rehab Progra		\$5,136.92
						<i>Totals:</i>		\$5,136.92
175233	10/16/2024	Facility Documentation	\$12,817.84	\$12,817.84	60-60-00-7755	WTP Site Plan / O&M Manual De		\$12,817.84
						<i>Totals:</i>		\$12,817.84
175234	10/16/2024	Monarch Water Line Re	\$3,601.47	\$3,601.47	60-60-00-7767	Monarch Waterline Replacement		\$3,601.47
						<i>Totals:</i>		\$3,601.47
175235	10/16/2024	Filter Beds Upgrade-Pil	\$5,437.11	\$5,437.11	60-60-00-7756	WTP Filter Rehabilitation Progra		\$5,437.11
						<i>Totals:</i>		\$5,437.11
176106	11/20/2024	Lagae PA-7	\$631.92	\$631.92	60-60-00-5165	Engineering Services Reimbursab		\$631.92
						<i>Totals:</i>		\$631.92
176107	11/20/2024	Lagae Family Parcel	\$406.34	\$406.34	60-60-00-5165	Engineering Services Reimbursab		\$406.34
						<i>Totals:</i>		\$406.34
176108	11/20/2024	Lift Stations Permitting	\$24,305.74	\$24,305.74	60-61-00-7766	Waste Water - Lift Station Renov		\$24,305.74

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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	
							<i>Totals:</i>	\$24,305.74
176109	11/20/2024	Liquid Ammonia Sulfat	\$24,515.21	\$24,515.21	60-60-00-7754	Backwash Reclaim Tank Upgrade		\$24,515.21
							<i>Totals:</i>	\$24,515.21
176110	11/20/2024	Well Vaults Rehabilitati	\$11,524.41	\$11,524.41	60-60-00-7760	Well Control Vault Rehab Progra		\$11,524.41
							<i>Totals:</i>	\$11,524.41
Kennedy Jenks Consultants Inc	Computer Check 28981	12/11/2024	12/11/2024 Posted	\$35,472.02	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$35,472.02	\$35,472.02 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
176117	11/20/2024	Yorkshire Water Line R	\$1,163.39	\$1,163.39	60-60-00-7768	Yorkshire Water Line Replacemer		\$1,163.39
							<i>Totals:</i>	\$1,163.39
176111	11/20/2024	Facility Documentation	\$12,078.45	\$12,078.45	60-60-00-7755	WTP Site Plan / O&M Manual De		\$12,078.45
							<i>Totals:</i>	\$12,078.45
176112	11/20/2024	Monarch Water Line R	\$8,341.35	\$8,341.35	60-60-00-7767	Monarch Waterline Replacement		\$8,341.35
							<i>Totals:</i>	\$8,341.35
176113	11/20/2024	Filter Beds Upgrade-Pil	\$1,709.29	\$1,709.29	60-60-00-7756	WTP Filter Rehabilitation Progran		\$1,709.29
							<i>Totals:</i>	\$1,709.29
176114	11/20/2024	2024 General Engineer	\$2,768.13	\$2,768.13	60-60-00-5175	Engineering		\$1,738.13
176114	11/20/2024	2024 General Engineer	\$2,768.13	\$2,768.13	60-61-00-5164	Engineering Services		\$1,030.00
							<i>Totals:</i>	\$2,768.13
176115	11/20/2024	Monarch Water Line R	\$6,721.31	\$6,721.31	60-60-00-7767	Monarch Waterline Replacement		\$6,721.31
							<i>Totals:</i>	\$6,721.31
176116	11/20/2024	Lead & Copper Rule R	\$2,690.10	\$2,690.10	60-60-00-5175	Engineering		\$2,690.10
							<i>Totals:</i>	\$2,690.10
Kennedy Jenks Consultants Inc	Computer Check 29000	12/19/2024	12/19/2024 Posted	\$75,641.25	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$75,641.25	\$75,641.25 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
176746	12/18/2024	Lagae Family Parcel	\$236.90	\$236.90	60-60-00-5165	Engineering Services Reimbursab		\$236.90
							<i>Totals:</i>	\$236.90
176747	12/18/2024	Lift Stations Permitting	\$8,396.94	\$8,396.94	60-61-00-7766	Waste Water - Lift Station Renovi		\$8,396.94
							<i>Totals:</i>	\$8,396.94
176748	12/18/2024	Liquid Ammonia Sulfat	\$19,376.33	\$19,376.33	60-60-00-7754	Backwash Reclaim Tank Upgrade		\$19,376.33
							<i>Totals:</i>	\$19,376.33
176749	12/18/2024	Well Vaults Rehabilitati	\$15,645.82	\$15,645.82	60-60-00-7760	Well Control Vault Rehab Progra		\$15,645.82
							<i>Totals:</i>	\$15,645.82
176750	12/18/2024	Yorkshire Water Line R	\$288.97	\$288.97	60-60-00-7768	Yorkshire Water Line Replacemer		\$288.97
							<i>Totals:</i>	\$288.97

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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	
176751	12/18/2024	Facility Documentation	\$7,866.87	\$7,866.87	60-60-00-7755	WTP Site Plan / O&M Manual De		\$7,866.87
						<i>Totals:</i>		\$7,866.87
176752	12/18/2024	Monarch Water Line Re	\$2,082.66	\$2,082.66	60-60-00-7767	Monarch Waterline Replacement		\$2,082.66
						<i>Totals:</i>		\$2,082.66
176754	12/18/2024	Monarch Water Line Re	\$10,911.78	\$10,911.78	60-60-00-7767	Monarch Waterline Replacement		\$10,911.78
						<i>Totals:</i>		\$10,911.78
176755	12/18/2024	Filter Beds Rehab	\$8,425.92	\$8,425.92	60-60-00-7756	WTP Filter Rehabilitation Program		\$8,425.92
						<i>Totals:</i>		\$8,425.92
176753	12/18/2024	2024 General Engineer	\$2,409.06	\$2,409.06	60-60-00-5175	Engineering		\$1,904.36
176753	12/18/2024	2024 General Engineer	\$2,409.06	\$2,409.06	60-61-00-5164	Engineering Services		\$504.70
						<i>Totals:</i>		\$2,409.06
Kennedy Jenks Consultants Inc	Computer Check 29078	02/06/2025	02/06/2025 Posted	\$69,201.27	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$69,201.27	\$69,201.27 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
177481	01/22/2025	Lagae PA-7	\$900.50	\$900.50	60-60-00-5165	Engineering Services Reimbursab		\$900.50
						<i>Totals:</i>		\$900.50
177482	01/22/2025	Lagae Family Parcel	\$1,675.81	\$1,675.81	60-60-00-5165	Engineering Services Reimbursab		\$1,675.81
						<i>Totals:</i>		\$1,675.81
177483	01/22/2025	Lift Stations Permitting	\$5,692.04	\$5,692.04	60-61-00-7766	Waste Water - Lift Station Renov		\$5,692.04
						<i>Totals:</i>		\$5,692.04
177485	01/22/2025	Well Vaults Rehabilitati	\$7,798.24	\$7,798.24	60-60-00-7760	Well Control Vault Rehab Program		\$7,798.24
						<i>Totals:</i>		\$7,798.24
177486	01/22/2025	Facility Documentation	\$7,304.15	\$7,304.15	60-60-00-7755	WTP Site Plan / O&M Manual De		\$7,304.15
						<i>Totals:</i>		\$7,304.15
177487	01/22/2025	Monarch Water Line Re	\$177.68	\$177.68	60-60-00-7767	Monarch Waterline Replacement		\$177.68
						<i>Totals:</i>		\$177.68
177488	01/22/2025	Wastewater Cease & D	\$165.57	\$165.57	60-61-00-5400	Collection - Emergency Response		\$165.57
						<i>Totals:</i>		\$165.57
177489	01/22/2025	General Engineering	\$1,296.70	\$1,296.70	60-60-00-5175	Engineering		\$1,296.70
						<i>Totals:</i>		\$1,296.70
177490	01/22/2025	Monarch Water Line Re	\$2,392.33	\$2,392.33	60-60-00-7767	Monarch Waterline Replacement		\$2,392.33
						<i>Totals:</i>		\$2,392.33
177491	01/22/2025	Filter Beds Rehab	\$17,475.78	\$17,475.78	60-60-00-7756	WTP Filter Rehabilitation Program		\$17,475.78
						<i>Totals:</i>		\$17,475.78
177484	01/22/2025	Liquid Ammonia Sulfat	\$24,322.47	\$24,322.47	60-60-00-7769	WTP Liquid Ammonia Sulfate		\$24,322.47
						<i>Totals:</i>		\$24,322.47

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
Layne Christensen Company	Computer Check 28982	12/11/2024	12/11/2024 Posted	\$7,500.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$7,500.00	\$7,500.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
2858053	12/04/2024	Well A2-Deviation Sur	\$7,500.00	\$7,500.00	60-60-00-5320	Wells R&M		\$7,500.00
<i>Totals:</i>								\$7,500.00
Letters Plus	Computer Check 29056	01/22/2025	01/22/2025 Posted	\$6,000.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$6,000.00	\$6,000.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
	01/09/2025	Mailing & Postage Fun	\$6,000.00	\$6,000.00	60-60-00-5221	Postage & Freight		\$3,120.00
	01/09/2025	Mailing & Postage Fun	\$6,000.00	\$6,000.00	60-60-00-5222	Printing & Copying		\$780.00
	01/09/2025	Mailing & Postage Fun	\$6,000.00	\$6,000.00	60-61-00-5221	Postage & Freight		\$1,680.00
	01/09/2025	Mailing & Postage Fun	\$6,000.00	\$6,000.00	60-61-00-5222	Printing & Copying		\$420.00
<i>Totals:</i>								\$6,000.00
Level Engineering and Inspecti	Computer Check 28983	12/11/2024	12/11/2024 Posted	\$13,167.50	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$13,167.50	\$13,167.50 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
2024-11	12/06/2024	Contract 17571-Gen C	\$13,167.50	\$13,167.50	60-60-00-5175	Engineering		\$1,161.06
2024-11	12/06/2024	Contract 17571-Gen C	\$13,167.50	\$13,167.50	60-60-00-5999	Parks, Trails and Open Space - IG		\$6,137.63
2024-11	12/06/2024	Contract 17571-Gen C	\$13,167.50	\$13,167.50	60-61-00-5164	Engineering Services		\$625.19
2024-11	12/06/2024	Contract 17571-Gen C	\$13,167.50	\$13,167.50	60-61-00-5400	Collection - Emergency Response		\$1,938.75
2024-11	12/06/2024	Contract 17571-Gen C	\$13,167.50	\$13,167.50	60-61-00-5999	Parks, Trails and Open Space - IG		\$3,304.87
<i>Totals:</i>								\$13,167.50
Level Engineering and Inspecti	Computer Check 29030	01/09/2025	01/09/2025 Posted	\$6,496.25	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$6,496.25	\$6,496.25 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
2024-12	01/06/2025	Contract 17571-Gen C	\$6,496.25	\$6,496.25	60-60-00-5175	Engineering		\$733.69
2024-12	01/06/2025	Contract 17571-Gen C	\$6,496.25	\$6,496.25	60-60-00-5999	Parks, Trails and Open Space - IG		\$2,789.31
2024-12	01/06/2025	Contract 17571-Gen C	\$6,496.25	\$6,496.25	60-61-00-5164	Engineering Services		\$395.06
2024-12	01/06/2025	Contract 17571-Gen C	\$6,496.25	\$6,496.25	60-61-00-5400	Collection - Emergency Response		\$1,076.25
2024-12	01/06/2025	Contract 17571-Gen C	\$6,496.25	\$6,496.25	60-61-00-5999	Parks, Trails and Open Space - IG		\$1,501.94
<i>Totals:</i>								\$6,496.25
Mark & Elizabeth Massey	One-Time Check 29089	02/10/2025	02/10/2025 Not yet posted	\$1,000.00	60-00-00-1127 60-60-00-4409	Citywide Bank Refunds	\$0.00 \$1,000.00	\$1,000.00 \$0.00
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	
	02/10/2025		\$0.00	\$0.00	60-60-00-4409	Refunds		\$1,000.00
							<i>Totals:</i>	\$1,000.00
Molly Rosenmeyer Designs	Computer Check 29031	01/09/2025	01/09/2025 Posted	\$341.25	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$341.25	\$341.25 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
MR112	12/26/2024	Ad Design- October, N	\$341.25	\$341.25	60-60-00-5169	Communications - Public Outrea	\$221.81	
MR112	12/26/2024	Ad Design- October, N	\$341.25	\$341.25	60-61-00-5169	Communications - Public Outrea	\$119.44	
							<i>Totals:</i>	\$341.25
Mountain Peak Controls Inc.	Computer Check 28984	12/11/2024	12/11/2024 Posted	\$1,885.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$1,885.00	\$1,885.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
30782	12/02/2024	Ignition Gateway Repa	\$870.00	\$870.00	60-60-00-5330	Water Treatment Plant Repairs	\$870.00	
							<i>Totals:</i>	\$870.00
30787	12/10/2024	Wells A3 & A5 Repairs	\$725.00	\$725.00	60-60-00-5330	Water Treatment Plant Repairs	\$725.00	
							<i>Totals:</i>	\$725.00
30788	12/10/2024	Ammonia Signal Integri	\$290.00	\$290.00	60-60-00-5330	Water Treatment Plant Repairs	\$290.00	
							<i>Totals:</i>	\$290.00
Mountain Peak Controls Inc.	Computer Check 29032	01/09/2025	01/09/2025 Posted	\$9,341.11	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$9,341.11	\$9,341.11 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
30800	12/23/2024	LAS Project pipe repair	\$1,160.00	\$1,160.00	60-60-00-7769	WTP Liquid Ammonia Sulfate	\$1,160.00	
							<i>Totals:</i>	\$1,160.00
30801	12/23/2024	Well Rehab	\$8,181.11	\$8,181.11	60-60-00-7760	Well Control Vault Rehab Progra	\$8,181.11	
							<i>Totals:</i>	\$8,181.11
Mountain Peak Controls Inc.	Computer Check 29079	02/06/2025	02/06/2025 Posted	\$19,772.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$19,772.00	\$19,772.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
30826	01/19/2025	C12 Pumps & BPS HMI	\$750.00	\$750.00	60-60-00-5346	SCADA	\$750.00	
							<i>Totals:</i>	\$750.00
30846	01/30/2025	Well Vault Rehab	\$17,822.00	\$17,822.00	60-60-00-7760	Well Control Vault Rehab Progra	\$17,822.00	
							<i>Totals:</i>	\$17,822.00
30850	02/03/2025	Network & Filter 2 Lev	\$1,200.00	\$1,200.00	60-60-00-5346	SCADA	\$1,200.00	
							<i>Totals:</i>	\$1,200.00

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
Paul Cecile	One-Time Check 29088	02/06/2025	02/06/2025 Posted	\$1,108.38	60-00-00-1127 60-60-00-4409	Citywide Bank Refunds	\$0.00 \$1,108.38	\$1,108.38 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
	02/06/2025		\$0.00	\$0.00	60-60-00-4409	Refunds		\$1,108.38
<i>Totals:</i>								\$1,108.38
PCL Construction Inc	Computer Check 29033	01/09/2025	01/09/2025 Posted	\$86,369.35	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$86,369.35	\$86,369.35 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
5403232-Pay App 3	01/09/2025	Filter-Project #5403232	\$4,674.55	\$4,674.55	60-60-00-7754	Backwash Reclaim Tank Upgrade		\$4,674.55
<i>Totals:</i>								\$4,674.55
5403282-Pay App 1	01/09/2025	Chemical Phosphorus t	\$12,664.00	\$12,664.00	60-60-00-7754	Backwash Reclaim Tank Upgrade		\$12,664.00
<i>Totals:</i>								\$12,664.00
5403232-Pay App 2	01/09/2025	Filter-project 5403232-	\$69,030.80	\$69,030.80	60-60-00-7754	Backwash Reclaim Tank Upgrade		\$69,030.80
<i>Totals:</i>								\$69,030.80
Pitney Bowes Inc.	Computer Check 28985	12/11/2024	12/11/2024 Posted	\$86.09	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$86.09	\$86.09 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
1026528917	12/03/2024	Postage Machine Ink C	\$86.09	\$86.09	60-60-00-5221	Postage & Freight		\$55.96
1026528917	12/03/2024	Postage Machine Ink C	\$86.09	\$86.09	60-61-00-5221	Postage & Freight		\$30.13
<i>Totals:</i>								\$86.09
Pitney Bowes Inc.	Computer Check 29034	01/09/2025	01/09/2025 Posted	\$81.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$81.00	\$81.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
1026680406	12/29/2024	Postage Meter Fee- 9/	\$81.00	\$81.00	60-60-00-5221	Postage & Freight		\$52.65
1026680406	12/29/2024	Postage Meter Fee- 9/	\$81.00	\$81.00	60-61-00-5221	Postage & Freight		\$28.35
<i>Totals:</i>								\$81.00
Plum Creek Water Reclamation	Computer Check 28986	12/11/2024	12/11/2024 Posted	\$63,076.08	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$63,076.08	\$63,076.08 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
CPNMD1124	12/02/2024	Wastewater Treatment	\$60,695.70	\$60,695.70	60-61-00-5167	PCWRA Sewer Fees		\$60,695.70
<i>Totals:</i>								\$60,695.70
RCPN1124	12/02/2024	Pond 16-November	\$2,380.38	\$2,380.38	60-60-00-5205	Reuse Pumping		\$2,380.38
<i>Totals:</i>								\$2,380.38
Plum Creek Water Reclamation	Computer Check	01/09/2025	01/09/2025	\$62,779.03	60-00-00-1127	Citywide Bank	\$0.00	\$62,779.03

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
	29035		Posted		60-00-00-2100	Accounts Payable Co	\$62,779.03	\$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
CPNMD1224	01/02/2025	Wastewater Treatment	\$60,695.70	\$60,695.70	60-61-00-5167	PCWRA Sewer Fees		\$60,695.70
						<i>Totals:</i>		\$60,695.70
RCPN1224	01/02/2025	Pond 16-December	\$2,083.33	\$2,083.33	60-60-00-5205	Reuse Pumping		\$2,083.33
						<i>Totals:</i>		\$2,083.33
Power Systems West Colorado	Computer Check 28987	12/11/2024	12/11/2024 Posted	\$1,364.75	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$1,364.75	\$1,364.75 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
SI2466004031	11/21/2024	LS2-Generator Repair	\$1,364.75	\$1,364.75	60-61-00-5340	Lift Station - Repairs and Mainter		\$1,364.75
						<i>Totals:</i>		\$1,364.75
Principle Electric	Computer Check 29036	01/09/2025	01/09/2025 Posted	\$1,776.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$1,776.00	\$1,776.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
2618	12/26/2024	BPS-Replace Vapor Tig	\$1,776.00	\$1,776.00	60-60-00-5360	Water Distribution Repairs		\$1,776.00
						<i>Totals:</i>		\$1,776.00
Principle Electric	Computer Check 29080	02/06/2025	02/06/2025 Posted	\$4,150.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$4,150.00	\$4,150.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
2665	01/29/2025	WTP-Circuit Board	\$2,125.00	\$2,125.00	60-60-00-5330	Water Treatment Plant Repairs		\$2,125.00
						<i>Totals:</i>		\$2,125.00
2678	02/05/2025	WTP-Heater Repair	\$1,000.00	\$1,000.00	60-60-00-5330	Water Treatment Plant Repairs		\$1,000.00
						<i>Totals:</i>		\$1,000.00
2679	02/05/2025	LS9- Block Heater Repl	\$1,025.00	\$1,025.00	60-61-00-5340	Lift Station - Repairs and Mainter		\$1,025.00
						<i>Totals:</i>		\$1,025.00
PURCHASE POWER	Computer Check 29001	12/19/2024	12/19/2024 Posted	\$705.25	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$705.25	\$705.25 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
8000-9090-0231-7639	12/11/2024	Postage Meter Refill	\$705.25	\$705.25	60-60-00-5221	Postage & Freight		\$458.41
8000-9090-0231-7639	12/11/2024	Postage Meter Refill	\$705.25	\$705.25	60-61-00-5221	Postage & Freight		\$246.84
						<i>Totals:</i>		\$705.25
QP Services LLC	Computer Check 29037	01/09/2025	01/09/2025 Posted	\$54,920.85	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$54,920.85	\$54,920.85 \$0.00
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	
PJINV001993	11/30/2024	2024 MH Rehab	\$53,638.35	\$53,638.35	60-61-00-5370	Collection - Repair and Maintena		\$53,638.35
						<i>Totals:</i>		\$53,638.35
PJINV002001	11/30/2024	Stonemont Dr & Monz	\$1,282.50	\$1,282.50	60-61-00-5370	Collection - Repair and Maintena		\$1,282.50
						<i>Totals:</i>		\$1,282.50
QP Services LLC	Computer Check 29081	02/06/2025	02/06/2025 Posted	\$11,459.68	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$11,459.68	\$11,459.68 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
PJINV002112	12/31/2024	2024 MH Rehab	\$11,459.68	\$11,459.68	60-61-00-5370	Collection - Repair and Maintena		\$11,459.68
						<i>Totals:</i>		\$11,459.68
Quality of Colorado Inc	Computer Check 29002	12/19/2024	12/19/2024 Posted	\$51.58	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$51.58	\$51.58 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
JC06346	12/17/2024	First Aid Kit Refills	\$51.58	\$51.58	60-60-00-5330	Water Treatment Plant Repairs		\$51.58
						<i>Totals:</i>		\$51.58
Radiation Pros LLC	Computer Check 29082	02/06/2025	02/06/2025 Posted	\$33,558.23	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$33,558.23	\$33,558.23 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
INV3804	12/30/2024	Sludge Sample & Disp	\$33,558.23	\$33,558.23	60-60-00-5330	Water Treatment Plant Repairs		\$33,558.23
						<i>Totals:</i>		\$33,558.23
Ronald & Judith Wyley	One-Time Check 29059	01/22/2025	01/22/2025 Posted	\$2,878.25	60-00-00-1127 60-60-00-4409	Citywide Bank Refunds	\$0.00 \$2,878.25	\$2,878.25 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
	01/22/2025		\$0.00	\$0.00	60-60-00-4409	Refunds		\$2,878.25
						<i>Totals:</i>		\$2,878.25
Security Central Inc.	Computer Check 29038	01/09/2025	01/09/2025 Posted	\$271.08	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$271.08	\$271.08 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
979895	12/31/2024	Fire Alarm Monitoring-	\$138.78	\$138.78	60-60-00-5201	Telephone/Alarms		\$90.21
979895	12/31/2024	Fire Alarm Monitoring-	\$138.78	\$138.78	60-61-00-5201	Telephone/Alarms		\$48.57
						<i>Totals:</i>		\$138.78
979896	12/31/2024	Fire Alarm Monitoring-	\$132.30	\$132.30	60-60-00-5201	Telephone/Alarms		\$132.30
						<i>Totals:</i>		\$132.30

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
Security Central Inc.	Computer Check 29057	01/22/2025	01/22/2025 Posted	\$5,537.15	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$5,537.15	\$5,537.15 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		
982452	01/15/2025	WTP-Deposit Fire Alarr	\$5,537.15	\$5,537.15	60-60-00-5201	Telephone/Alarms	\$5,537.15	
<i>Totals:</i>							\$5,537.15	
Semocor Inc	Computer Check 28988	12/11/2024	12/11/2024 Posted	\$38,099.64	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$38,099.64	\$38,099.64 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		
6980	12/01/2024	ORC, WTP, LSs & Field	\$38,099.64	\$38,099.64	60-60-00-5147	Operations Staffing Contract	\$23,180.25	
6980	12/01/2024	ORC, WTP, LSs & Field	\$38,099.64	\$38,099.64	60-60-00-5330	Water Treatment Plant Repairs	\$3,732.93	
6980	12/01/2024	ORC, WTP, LSs & Field	\$38,099.64	\$38,099.64	60-61-00-5147	Operations Staffing Contract	\$11,186.46	
<i>Totals:</i>							\$38,099.64	
Semocor Inc	Computer Check 29039	01/09/2025	01/09/2025 Posted	\$39,806.11	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$39,806.11	\$39,806.11 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		
7021	01/01/2025	ORC, WTP, LSs & Field	\$39,806.11	\$39,806.11	60-60-00-5147	Operations Staffing Contract	\$19,941.37	
7021	01/01/2025	ORC, WTP, LSs & Field	\$39,806.11	\$39,806.11	60-60-00-5330	Water Treatment Plant Repairs	\$2,454.54	
7021	01/01/2025	ORC, WTP, LSs & Field	\$39,806.11	\$39,806.11	60-60-00-5345	Chemicals	\$6,073.11	
7021	01/01/2025	ORC, WTP, LSs & Field	\$39,806.11	\$39,806.11	60-60-00-5360	Water Distribution Repairs	\$65.96	
7021	01/01/2025	ORC, WTP, LSs & Field	\$39,806.11	\$39,806.11	60-61-00-5147	Operations Staffing Contract	\$11,271.13	
<i>Totals:</i>							\$39,806.11	
Semocor Inc	Computer Check 29083	02/06/2025	02/06/2025 Posted	\$32,940.60	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$32,940.60	\$32,940.60 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		
7061	02/01/2025	ORC, WTP, LSs & Field	\$32,940.60	\$32,940.60	60-60-00-5147	Operations Staffing Contract	\$19,183.50	
7061	02/01/2025	ORC, WTP, LSs & Field	\$32,940.60	\$32,940.60	60-60-00-5330	Water Treatment Plant Repairs	\$1,211.26	
7061	02/01/2025	ORC, WTP, LSs & Field	\$32,940.60	\$32,940.60	60-60-00-5345	Chemicals	\$2,201.84	
7061	02/01/2025	ORC, WTP, LSs & Field	\$32,940.60	\$32,940.60	60-61-00-5147	Operations Staffing Contract	\$10,094.00	
7061	02/01/2025	ORC, WTP, LSs & Field	\$32,940.60	\$32,940.60	60-61-00-5370	Collection - Repair and Maintena	\$250.00	
<i>Totals:</i>							\$32,940.60	
Sensus USA	Computer Check 29040	01/09/2025	01/09/2025 Posted	\$3,700.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$3,700.00	\$3,700.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		
ZA 24030524	12/17/2024	Annual Software Suppr	\$3,700.00	\$3,700.00	60-60-00-5166	Software Support	\$3,700.00	
<i>Totals:</i>							\$3,700.00	

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
Seter, Vander Wall & Mielke, P.	Computer Check 28989	12/11/2024	12/11/2024 Posted	\$15,390.01	60-00-00-1127	Citywide Bank	\$0.00	\$15,390.01
					60-00-00-2100	Accounts Payable Co	\$15,390.01	\$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
87678	11/30/2024	Legal Service-Novemb	\$15,390.01	\$15,390.01	60-60-00-5163	Legal Services		\$10,003.51
87678	11/30/2024	Legal Service-Novemb	\$15,390.01	\$15,390.01	60-61-00-5163	Legal Services		\$5,386.50
<i>Totals:</i>								\$15,390.01
Seter, Vander Wall & Mielke, P.	Computer Check 29058	01/22/2025	01/22/2025 Posted	\$11,740.50	60-00-00-1127	Citywide Bank	\$0.00	\$11,740.50
					60-00-00-2100	Accounts Payable Co	\$11,740.50	\$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
87832	12/31/2024	Legal Service-Decemb	\$11,740.50	\$11,740.50	60-60-00-5163	Legal Services		\$7,631.33
87832	12/31/2024	Legal Service-Decemb	\$11,740.50	\$11,740.50	60-61-00-5163	Legal Services		\$4,109.17
<i>Totals:</i>								\$11,740.50
Susan Nagel	Computer Check 29003	12/19/2024	12/19/2024 Posted	\$140.70	60-00-00-1127	Citywide Bank	\$0.00	\$140.70
					60-00-00-2100	Accounts Payable Co	\$140.70	\$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
	12/18/2024	Mileage Reimburseme	\$140.70	\$140.70	60-60-00-5230	Miscellaneous Expenses		\$91.46
	12/18/2024	Mileage Reimburseme	\$140.70	\$140.70	60-61-00-5230	Miscellaneous Expenses		\$49.24
<i>Totals:</i>								\$140.70
Triton Wireless	Computer Check 29041	01/09/2025	01/09/2025 Posted	\$11,520.00	60-00-00-1127	Citywide Bank	\$0.00	\$11,520.00
					60-00-00-2100	Accounts Payable Co	\$11,520.00	\$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
1218	01/01/2025	Annual Cellular Plan (1	\$11,520.00	\$11,520.00	60-60-00-5201	Telephone/Alarms		\$7,488.00
1218	01/01/2025	Annual Cellular Plan (1	\$11,520.00	\$11,520.00	60-61-00-5201	Telephone/Alarms		\$4,032.00
<i>Totals:</i>								\$11,520.00
TRUE NORTH Surveying & Ma	Computer Check 29042	01/09/2025	01/09/2025 Posted	\$850.00	60-00-00-1127	Citywide Bank	\$0.00	\$850.00
					60-00-00-2100	Accounts Payable Co	\$850.00	\$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
TN 24033-1	11/14/2024	LS6- Legal Description	\$850.00	\$850.00	60-61-00-7766	Waste Water - Lift Station Renov		\$850.00
<i>Totals:</i>								\$850.00
TW Summit Corporation	Computer Check 29084	02/06/2025	02/06/2025 Posted	\$58,524.16	60-00-00-1127	Citywide Bank	\$0.00	\$58,524.16
					60-00-00-2100	Accounts Payable Co	\$58,524.16	\$0.00
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
32424	01/17/2025	Valve Inspections & M.	\$9,046.50	\$9,046.50	60-60-00-5360	Water Distribution Repairs		\$9,046.50
						<i>Totals:</i>		\$9,046.50
32432	01/23/2025	Air Relief Valve Inspect	\$1,067.50	\$1,067.50	60-60-00-5360	Water Distribution Repairs		\$1,067.50
						<i>Totals:</i>		\$1,067.50
32433	01/23/2025	Air Relief Valve Inspect	\$1,162.50	\$1,162.50	60-60-00-5360	Water Distribution Repairs		\$1,162.50
						<i>Totals:</i>		\$1,162.50
32436	01/29/2025	Valve Inspections, Hyd	\$47,247.66	\$47,247.66	60-60-00-5360	Water Distribution Repairs		\$47,247.66
						<i>Totals:</i>		\$47,247.66
United States Geological Surve	Computer Check 29043	01/09/2025	01/09/2025 Posted	\$1,562.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$1,562.00	\$1,562.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
90066046	12/12/2024	33.3% Ops & Maintenz	\$1,562.00	\$1,562.00	60-60-00-5311	Ditch Operating Assessments		\$1,562.00
						<i>Totals:</i>		\$1,562.00
Utility Notification Ctr CO	Computer Check 28990	12/11/2024	12/11/2024 Posted	\$250.26	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$250.26	\$250.26 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
224110368	11/30/2024	Locate Service-Noveml	\$250.26	\$250.26	60-60-00-5361	Underground Utility Locates		\$162.67
224110368	11/30/2024	Locate Service-Noveml	\$250.26	\$250.26	60-61-00-5361	Underground Utility Locates		\$87.59
						<i>Totals:</i>		\$250.26
Utility Notification Ctr CO	Computer Check 29044	01/09/2025	01/09/2025 Posted	\$216.72	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$216.72	\$216.72 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
224120362	12/31/2024	Locate Service-Decemt	\$216.72	\$216.72	60-60-00-5361	Underground Utility Locates		\$140.87
224120362	12/31/2024	Locate Service-Decemt	\$216.72	\$216.72	60-61-00-5361	Underground Utility Locates		\$75.85
						<i>Totals:</i>		\$216.72
Utility Notification Ctr CO	Computer Check 29085	02/06/2025	02/06/2025 Posted	\$233.34	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$233.34	\$233.34 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
225010361	01/31/2025	Locate Service-January	\$233.34	\$233.34	60-60-00-5361	Underground Utility Locates		\$151.67
225010361	01/31/2025	Locate Service-January	\$233.34	\$233.34	60-61-00-5361	Underground Utility Locates		\$81.67
						<i>Totals:</i>		\$233.34
Utility Technical Services	Computer Check 29045	01/09/2025	01/09/2025 Posted	\$1,575.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$1,575.00	\$1,575.00 \$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	
8506	12/30/2024	Pine Ridge Lane- Leak	\$1,575.00	\$1,575.00	60-60-00-5361	Underground Utility Locates		\$1,023.75
8506	12/30/2024	Pine Ridge Lane- Leak	\$1,575.00	\$1,575.00	60-61-00-5361	Underground Utility Locates		\$551.25
<i>Totals:</i>								\$1,575.00
VIP Video Productions	Computer Check 28991	12/11/2024	12/11/2024 Posted	\$4,200.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$4,200.00	\$4,200.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
9359	11/22/2024	Board Meetings-Video	\$4,200.00	\$4,200.00	60-60-00-5169	Communications - Public Outrea		\$2,730.00
9359	11/22/2024	Board Meetings-Video	\$4,200.00	\$4,200.00	60-61-00-5169	Communications - Public Outrea		\$1,470.00
<i>Totals:</i>								\$4,200.00
VIP Video Productions	Computer Check 29086	02/06/2025	02/06/2025 Posted	\$4,500.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$4,500.00	\$4,500.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
9364	01/24/2025	Board Meetings-Video	\$4,500.00	\$4,500.00	60-60-00-5169	Communications - Public Outrea		\$2,925.00
9364	01/24/2025	Board Meetings-Video	\$4,500.00	\$4,500.00	60-61-00-5169	Communications - Public Outrea		\$1,575.00
<i>Totals:</i>								\$4,500.00
Well Augmentation Subdistrict	Computer Check 29046	01/09/2025	01/09/2025 Posted	\$1,300.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$1,300.00	\$1,300.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
1017	01/02/2025	2025 Assessment	\$1,300.00	\$1,300.00	60-60-00-5311	Ditch Operating Assessments		\$1,300.00
<i>Totals:</i>								\$1,300.00
Xerox Financial Services	Computer Check 28992	12/11/2024	12/11/2024 Posted	\$470.00	60-00-00-1127 60-00-00-2100	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	
6445734	11/11/2024	Copy Machine Lease-N	\$470.00	\$470.00	60-60-00-5222	Printing & Copying		\$305.50
6445734	11/11/2024	Copy Machine Lease-N	\$470.00	\$470.00	60-61-00-5222	Printing & Copying		\$164.50
<i>Totals:</i>								\$470.00
Xerox Financial Services	Computer Check 29047	01/09/2025	01/09/2025 Posted	\$470.00	60-00-00-1127 60-00-00-2100	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	
6572100	12/12/2024	Copy Machine Lease-D	\$470.00	\$470.00	60-60-00-5222	Printing & Copying		\$305.50
6572100	12/12/2024	Copy Machine Lease-D	\$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
Xerox Financial Services	Computer Check 29087	02/06/2025	02/06/2025 Posted	\$470.00	60-00-00-1127 60-00-00-2100	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
6687333	01/12/2025	Copy Machine Lease-J:	\$470.00	\$470.00	60-60-00-5222	Printing & Copying		\$305.50
6687333	01/12/2025	Copy Machine Lease-J:	\$470.00	\$470.00	60-61-00-5222	Printing & Copying		\$164.50
<i>Totals:</i>								\$470.00
Grand Totals:				\$3,764,515.39			\$3,764,515.39	\$3,764,515.39
A total of 129 payment(s) listed								

Castle Pines North Metro. District

Cash Disbursement Journals

Account Summary

Account Number	Description	Debit Amount	Credit Amount
60-00-00-1127	Citywide Bank	\$0.00	\$3,764,515.39
60-00-00-2100	Accounts Payable Control	\$3,759,214.72	\$3,759,214.72
60-00-00-2110	Misc Accounts Payable	\$1,432.50	\$0.00
60-60-00-4409	Refunds	\$5,300.67	\$0.00
60-60-00-5145	Accounting and Payroll	\$62,381.48	\$0.00
60-60-00-5147	Operations Staffing Contract	\$62,305.12	\$0.00
60-60-00-5158	Professional Services - Human Resource:	\$2,596.75	\$0.00
60-60-00-5161	Professional Services	\$1,664.00	\$0.00
60-60-00-5163	Legal Services	\$17,634.84	\$0.00
60-60-00-5165	Engineering Services Reimbursable	\$4,582.01	\$0.00
60-60-00-5166	Software Support	\$7,833.05	\$0.00
60-60-00-5167	Professional Services - Water Rights	\$16,269.17	\$0.00
60-60-00-5169	Communications - Public Outreach	\$24,168.60	\$0.00
60-60-00-5175	Engineering	\$16,722.85	\$0.00
60-60-00-5201	Telephone/Alarms	\$17,033.09	\$0.00
60-60-00-5202	Electricity & Natural Gas	\$741.68	\$0.00
60-60-00-5204	Trash Removal	\$667.65	\$0.00
60-60-00-5205	Reuse Pumping	\$4,463.71	\$0.00
60-60-00-5206	Electricity for Well Pumping	\$181,471.27	\$0.00
60-60-00-5207	Electricity for WTP	\$19,597.19	\$0.00
60-60-00-5208	Electricity for Booster Pump Station	\$6,263.80	\$0.00
60-60-00-5211	Snow Removal	\$585.00	\$0.00
60-60-00-5219	Professional Education/Conferences	\$179.40	\$0.00
60-60-00-5220	Insurance Property & Liability	\$74,534.85	\$0.00
60-60-00-5221	Postage & Freight	\$3,687.02	\$0.00
60-60-00-5222	Printing & Copying	\$1,862.25	\$0.00
60-60-00-5226	Water Meters	\$22,723.60	\$0.00
60-60-00-5229	Building Cleaning Expenses	\$1,552.20	\$0.00
60-60-00-5230	Miscellaneous Expenses	\$91.46	\$0.00
60-60-00-5311	Ditch Operating Assessments	\$44,442.00	\$0.00
60-60-00-5316	Ditch/Land Rights Operating Expenses	\$3,721.53	\$0.00
60-60-00-5320	Wells R&M	\$7,500.00	\$0.00
60-60-00-5330	Water Treatment Plant Repairs	\$111,575.17	\$0.00
60-60-00-5345	Chemicals	\$8,274.95	\$0.00
60-60-00-5346	SCADA	\$1,950.00	\$0.00
60-60-00-5360	Water Distribution Repairs	\$125,417.50	\$0.00
60-60-00-5361	Underground Utility Locates	\$8,671.21	\$0.00
60-60-00-5372	Centennial Capacity Readiness	\$400,000.00	\$0.00
60-60-00-5374	Centennial Delivery Charges	\$154.50	\$0.00

Castle Pines North Metro. District

Cash Disbursement Journals

60-60-00-5400	Professional Svcs - Water Rights Hamre,	\$470.00	\$0.00
60-60-00-5417	Professional Svcs - Backflow Program	\$41,500.00	\$0.00
60-60-00-5419	Professional Svcs- Rates and Fees Study	\$3,740.75	\$0.00
60-60-00-5999	Parks, Trails and Open Space - IGA experi	\$8,926.94	\$0.00
60-60-00-7725	Chatfield Res. Mitigation Co.	\$161,966.00	\$0.00
60-60-00-7754	Backwash Reclaim Tank Upgrade	\$152,651.49	\$0.00
60-60-00-7755	WTP Site Plan / O&M Manual Developm	\$40,067.31	\$0.00
60-60-00-7756	WTP Filter Rehabilitation Program	\$33,048.10	\$0.00
60-60-00-7759	WTP Building Construction/Filter room/C	\$4,984.87	\$0.00
60-60-00-7760	Well Control Vault Rehab Program	\$430,368.90	\$0.00
60-60-00-7767	Monarch Waterline Replacement Project	\$869,903.73	\$0.00
60-60-00-7768	Yorkshire Water Line Replacement Proje	\$1,452.36	\$0.00
60-60-00-7769	WTP Liquid Ammonia Sulfate	\$25,482.47	\$0.00
60-61-00-5145	Accounting and Payroll	\$33,590.02	\$0.00
60-61-00-5147	Operations Staffing Contract	\$32,551.59	\$0.00
60-61-00-5158	Professional Services - Human Resource:	\$1,398.25	\$0.00
60-61-00-5161	Professional Services	\$896.00	\$0.00
60-61-00-5163	Legal Services	\$9,495.67	\$0.00
60-61-00-5164	Engineering Services	\$7,306.34	\$0.00
60-61-00-5166	Software Support	\$2,088.17	\$0.00
60-61-00-5167	PCWRA Sewer Fees	\$121,391.40	\$0.00
60-61-00-5169	Communications - Public Outreach	\$13,013.86	\$0.00
60-61-00-5201	Telephone/Alarms	\$5,018.18	\$0.00
60-61-00-5202	Electricity & Natural Gas	\$399.38	\$0.00
60-61-00-5204	Trash Removal	\$359.50	\$0.00
60-61-00-5209	Electricity for Wastewater Pumping	\$19,727.60	\$0.00
60-61-00-5211	Snow Removal	\$315.00	\$0.00
60-61-00-5219	Professional Education & Conferences	\$96.60	\$0.00
60-61-00-5220	Property & Liability Insurance	\$40,134.15	\$0.00
60-61-00-5221	Postage & Freight	\$1,985.32	\$0.00
60-61-00-5222	Printing & Copying	\$1,002.75	\$0.00
60-61-00-5229	Building Cleaning Expenses	\$835.80	\$0.00
60-61-00-5230	Miscellaneous Expenses	\$49.24	\$0.00
60-61-00-5340	Lift Station - Repairs and Maintenance	\$2,389.75	\$0.00
60-61-00-5361	Underground Utility Locates	\$4,669.11	\$0.00
60-61-00-5370	Collection - Repair and Maintenance	\$203,042.35	\$0.00
60-61-00-5400	Collection - Emergency Response	\$134,158.57	\$0.00
60-61-00-5419	Professional Svcs- Rates and Fees Study	\$2,014.25	\$0.00
60-61-00-5999	Parks, Trails and Open Space - IGA experi	\$4,806.81	\$0.00
60-61-00-7766	Waste Water - Lift Station Renovations	\$77,164.74	\$0.00

Memorandum

From: Nathan J. Travis

To: CPNMD Board of Directors

Date: 2/19 2025

Re: Expenditure Approval Request, Operations Staffing Contract.

Vendor: Semocor inc.

Contract Amount:

- Monthly contract amount of \$28,740.00
- \$85/hr. standard rate (8 am – 4 pm) for work outside the Scope of Services, as needed.
- \$125/hr. after hours / emergency rate (4 pm – 8 am) for work outside the Scope of Services, as needed for on call.

Need and Purpose of Expenditure

Since 2022 Semocor has provided operations support for the District. We utilize this contract in lieu of having operations staff in-house. Under this contract they will continue to be responsible for:

- Operation of the district’s water treatment plant, wells, water distribution system, wastewater collections system, and lift stations.
- Ensure that we meet or exceed all related regulations, testing, and reporting.
- Provide 24-hour emergency on-call support.
- Provide support for customer service calls, and meter reading on an as-needed basis.

Although not yet approved by the board, we do have two in-house operations positions budgeted for this year. An operations manager, and a field services technician. The contract has been modified to account for this change. Notably, the monthly operations management fee has been removed

Alternative Means

The primary alternative would be to bring operations fully in-house. This was discussed at length during the 2025 budget process. Ultimately at the board’s direction, we budgeted for the addition of two staff members to support operations, and to continue to use an outside contractor to perform the primary system operations responsibilities.

Following the approval, and subsequent hiring of our in-house staff, we will continue to evaluate our staffing and operations contract throughout the course of the year and will make recommendations approaching the 2025 budget process, and beyond.

Alternative Proposals

We did not evaluate other contract operations firms for some similar reasons that the board was hesitant to bring our operations staff in-house. Chief among them is continuity, it would simply not be reasonable to frequently or annually move to a different staffing contract, we would be in a position of never-ending training and largely lacking any kind of historical knowledge. This

Prior to hiring Semocor we evaluated two other operations firms. Ramey Environmental, and Direct Discharge. While we did work briefly with Ramey Environmental, our organizations mutually parted ways. Direct Discharge did not have the capacity to take on a system of our size, largely due to geographic considerations. Since

that time, due to the success of working with Semocor, the need for continuity, and the potential training challenges with bringing a new firm on board, we have not sought or received any other proposals.

Long Term Planning Considerations

Contract operations allows us to continue to evaluate our staffing needs, while supporting the goal of providing clean, safe, and reliable drinking water and wastewater services to our community.

**AGREEMENT FOR
LIMITED PROFESSIONAL SERVICES**

THIS AGREEMENT FOR LIMITED PROFESSIONAL SERVICES is made and entered into this ___ day of January 2025, by and between the **Castle Pines North Metro District**, State of Colorado, a Colorado statutory metro District ("District") and **SEMOCOR, Inc.**, a Colorado corporation ("Contractor").

RECITALS:

- a. The District requires limited professional services related to its water plant and systems.
- b. Contractor has the requisite expertise and experience to perform the required limited professional services.

NOW, THEREFORE, it is hereby agreed for the consideration hereinafter set forth, that Contractor shall provide to the district, professional services pursuant to and in accordance with this Agreement.

I. SCOPE OF SERVICES

The contractor shall furnish limited professional services related to the district's water treatment, water distribution, and wastewater collection systems pursuant to the scope of services listed in **Exhibit A**, which is attached hereto and incorporated herein.

II. THE DISTRICT'S OBLIGATIONS/CONFIDENTIALITY

The district shall provide Contractor with reports and other data as may be available to the district and reasonably required by Contractor to perform hereunder. No District information shall be disclosed by Contractor to third parties without prior written consent of the district or pursuant to a lawful court order directing such disclosure. All documents provided by the District to Contractor shall be returned to the District. Contractor is authorized by the District to retain copies of such data and materials at Contractor's expense.

III. OWNERSHIP OF WORK PRODUCT

The District acknowledges that the Contractor's work product is an instrument of professional service. Nevertheless, the products prepared under this Agreement shall become the property of the District upon completion of the work. Contractor shall be permitted to maintain copies of all work product.

IV. COMPENSATION

- a. In consideration for the completion of the limited professional services specified herein by Contractor, the District shall pay Contractor Sums shown on **Exhibit A** per month. Payment shall be made on the first day of each month in accordance with the schedule of charges in **Exhibit A**. Except for items included within the scope of work included within the monthly rate set forth in **Exhibit A**, all invoices will be itemized and include hourly breakdowns for all personnel and other charges.
- b. Contractor may submit monthly or periodic statements requesting payment. Such request shall be based upon the amount and value of the work and services performed by Contractor under this Agreement except as otherwise supplemented or accompanied by such supporting data as may be required by the District.
 1. All invoices, including Contractor's verified payment request, shall be submitted by Contractor to the District no later than the twenty-fourth (24th) day of each month for payment pursuant to the terms of this Agreement. In the event Contractor fails to submit any invoice on or before the twenty-fourth (24th) day of any given month, Contractor defers its right to payment pursuant to said late invoice until the twenty-fourth (24th) day of the following month.
 2. Progress payments may be claimed on a monthly basis for reimbursable costs actually incurred to date as supported by detailed statements, including hourly breakdowns for all personnel and other charges. The amounts of all such monthly payments shall be paid within thirty (30) days after the timely receipt of invoice as provided by this Agreement.
- c. The District has the right to ask for clarification on any Contractor invoice after receipt of the invoice by the district.
- d. In the event payment for services rendered has not been made within forty-five (45) days from the receipt of the invoice for any uncontested billing, interest will accrue at 12% per annum beginning forty-five (45) days after the date of the invoice. In the event payment has not been made within sixty (60) days from the receipt of the invoice for any uncontested billing, Contractor may, after giving seven (7) days written notice and without penalty or liability of any nature, suspend all work on all authorized services specified herein. In the event payment in full is not received within thirty (30) days of giving the seven (7) days written notice, Contractor may terminate this Agreement upon written notice to District. Unless this Agreement has been terminated, upon receipt of payment in full for services rendered, Contractor will continue with all authorized services.
- e. Final payment shall be made within forty-five (45) calendar days after the termination of this Agreement.
- f. Adjustments to the rate of compensation may be made with not less than one hundred twenty (120) days' notice to the District and approval by the District.

V. COMMENCEMENT AND TERM OF WORK

The term of this Agreement shall begin on the date set forth above, shall be effective as of such date regardless of the date of execution hereof, and unless earlier terminated, shall expire on December 31, 2025. The contract is automatically renewed annually unless terminated by either party.

VI. CHANGES IN SCOPE OF SERVICES

A change in the Scope of Services shall constitute any material change or amendment of services or work which is different from or additional to the Scope of Services specified in Section I of this Agreement. No such change, including any additional compensation, shall be effective, or paid unless authorized by a written amendment executed by the District.

VII. PROFESSIONAL RESPONSIBILITY

a. Contractor hereby warrants that it is qualified to assume the responsibilities and render the services described herein and has all requisite corporate authority and professional licenses in good standing, required by law.

b. The work performed by Contractor shall be in accordance with generally accepted professional practices and the level of competency presently maintained by other practicing professional firms in the same or similar type of work in the applicable community.

c. Contractor shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of all designs, drawings, specifications, reports, and other services furnished by Contractor under this Agreement. Contractor shall, without additional compensation, correct or resolve any errors or deficiencies in his designs, drawings, specifications, reports, and other services, which fall below the standard of professional practice, and reimburse the Town for construction costs caused by errors and omissions which fall below the standard of professional practice.

d. Approval by the District of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve Contractor of responsibility for technical adequacy of the work. Neither the District's review, approval or acceptance of, nor payment for, any of the services shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement, and Contractor shall be and remain liable in accordance with applicable performance of any of the services furnished under this Agreement.

e. The rights and remedies of the district provided for under this Agreement are in addition to any other rights and remedies provided by law.

VIII. COMPLIANCE WITH LAW

The work and services to be performed by Contractor hereunder shall be done in compliance with applicable laws, ordinances, rules and regulations.

IX. INDEMNIFICATION

a. Contractor agrees to indemnify and hold harmless the District, its officers, employees, and insurers, from and against all liability, claims, and demands, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, if such injury, loss, or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the negligent act, omission, error, professional error, mistake, negligence, or other fault of Contractor or any officer, employee, representative, or agent of Contractor, or which arise out of any workmen's compensation claim of any employee of Contractor. Contractor agrees to investigate, handle, respond to, and to provide defense for and defend against any such liability, claims or demands at the sole expense of Contractor. Contractor also agrees to bear all other costs and expenses related thereto, including court costs and attorney fees, whether or not any such liability, claims, or demands alleged are groundless, false, or fraudulent. If it is determined by the final judgment of a court of any competent jurisdiction that such injury, loss, or damage was caused in whole or in part by the act, omission, or other fault of the District, its officers, or its employees, the District shall reimburse Contractor for the portion of the judgment attributable to such act, omission, or other fault of the District, its officers, or employees.

b. District agrees to indemnify and hold harmless the Contractor, its officers, employees, to the extent permitted by law, and insurers, from and against all liability, claims, and demands, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, if such injury, loss, or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the negligent act, omission, error, professional error, mistake, negligence, or other fault of District or any officer, employee, representative, or agent of District, or which arise out of any workmen's compensation claim of any employee of District. District agrees to investigate, handle, respond to, and to provide defense for and defend against any such liability, claims or demands at the sole expense of District, to the extent permitted by law. District also agrees to bear all other costs and expenses related thereto, including court costs and attorney fees, whether or not any such liability, claims, or demands alleged are groundless, false, or fraudulent. If it is determined by the final judgment of a court of any competent jurisdiction that such injury, loss, or damage was caused in whole or in part by the act, omission, or other fault of the District, its officers, or its employees, the Contractor shall reimburse District for the portion of the judgment attributable to such act, omission, or other fault of the Contractor, its officers, or employees.

c. In no event shall either party's liability under this Agreement exceed the insurance coverage required pursuant to Section X, below.

X. INSURANCE

a. The Contractor agrees to procure and maintain, at its own cost, a policy or policies of insurance with a minimum coverage as set forth below. Such insurance shall be in addition to any other insurance requirements imposed by this Agreement or by law. Contractor shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to Section IX. Indemnification, above, by reason of its failure to procure or maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.

b. Contractor shall procure and maintain and shall cause any subcontractor of Contractor to procure and maintain the minimum insurance coverages listed below. Such coverages shall be procured and maintained with forms and insurers acceptable to the district. All coverages shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by Contractor pursuant to Section IX. Indemnification, above. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.

1. Workmen's compensation insurance to cover obligations imposed by applicable laws for any employee engaged in the performance of work under this Agreement.
2. Commercial general liability insurance with minimum combined single limits of six hundred thousand (\$600,000) each occurrence and one million dollars (\$1,000,000) general aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interest's provision.
3. The policy required by paragraph 2. above shall be endorsed to include the District and the District's officers, employees, and contractors as additional insureds. Every policy required above shall be primary insurance, and any insurance carried by the district, its officers, its employees, or its contractors shall be excess and not contributory insurance to that provided by Contractor. No additional insured endorsement to the policy required by paragraph 2. above shall contain any exclusion for bodily injury or property damage arising from completed operations. Contractor shall be solely responsible for any deductible losses under any policy required above.
4. The certificate of insurance shall be on a standard Accord Certificate of Insurance form. It shall be reviewed and approved by the district prior to commencement of the Agreement. No other form of certificate shall be used. The certificate shall identify this Agreement and shall provide that the coverages afforded under the policies shall not be cancelled, terminated

or materially changed until at least thirty (30) days prior written notice has been given to the district. The completed certificate of insurance shall be sent to Notice address provided herein.

5. Failure on the part of Contractor to procure or maintain policies providing the required coverages, conditions, and minimum limits shall constitute a material breach of agreement upon which the district may immediately terminate this Agreement.
6. The district reserves the right to request and receive a certified copy of any policy and any endorsement thereto.
7. The parties hereto understand and agree that the District, its officers, and its employees, are relying on and do not waive or intend to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, Colo. Rev. Stat. § 24-10-101 et seq., 10 Colo. Rev. Stat., as from time to time amended, or otherwise available to the District, its officers, or its employees.

XI. NON-ASSIGNABILITY

Neither this Agreement, nor any of the rights or obligations of the parties hereto, shall be assigned by either party without the written consent of the other.

XII. TERMINATION

- a. Termination for Breach. Either party may terminate this Agreement at any time in the event of a breach by the other party of a material covenant, commitment or obligation under this Agreement that remains uncured: (i) in the event of a monetary breach, ten (10) calendar days following written notice thereof; and (ii) in the event of a non-monetary breach after thirty (30) days following written notice thereof. Such termination shall be effective immediately and automatically upon the expiration of the applicable notice period, without further notice or action by either party. Termination shall be in addition to any other remedies that may be available to the non-breaching party.
- b. Termination Without Cause: This agreement may be terminated by either party for any reason with or without cause, upon ninety (90) days' prior written notice to the other party.
- c. Obligations Upon Termination. Termination of this Agreement for any reason shall not discharge either party's liability for obligations incurred hereunder and amounts unpaid at the time of such termination. Client shall pay Service Provider for all Services rendered prior to the effective date of termination. Upon termination each party shall return the other's Confidential Information in its possession at the time of termination. Upon the

termination, Client shall promptly return to Service Provider any equipment, materials or other property of the Service Provider which are in Client's possession or control.

XIII. CONFLICT OF INTEREST

The Contractor shall disclose any personal or private interest related to property or business within the district. Upon disclosure of any such personal or private interest, the district shall determine if the interest constitutes a conflict of interest. If the District determines that a conflict of interest exists, the district may treat such conflict of interest as a default and terminate this Agreement.

XIV. VENUE

This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in the County of Douglas, State of Colorado.

XV. INDEPENDENT CONTRACTOR

Contractor is an independent contractor, and nothing herein contained shall constitute or designate the Contractor or any of its employees or agents as employees or agents of the district. The district is concerned only with the results to be obtained. AS AN INDEPENDENT CONTRACTOR, THE CONTRACTOR ACKNOWLEDGES AND AGREES, PURSUANT TO SECTION 8-40-202(2)(b)(IV), C.R.S., THAT IT IS NOT ENTITLED TO WORKERS' COMPENSATION BENEFITS AND THAT THE CONTRACTOR, AS AN INDEPENDENT CONTRACTOR, IS OBLIGATED TO PAY FEDERAL AND STATE INCOME TAX ON ANY MONEYS EARNED PURSUANT TO THIS CONTRACTUAL RELATIONSHIP.

XVI. NO WAIVER

Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by the District shall not constitute a waiver of any of the other terms or obligation of this Agreement.

XVII. ENTIRE AGREEMENT

This Agreement and the attached Exhibits A is the entire Agreement between Contractor and the District, superseding all prior oral or written communications. None of the provisions of this Agreement may be amended, modified, or changed, except as specified herein, and by written agreement signed by both parties.

XVIII. NOTICE

Any notice or communication between Contractor and the District which may be required, or which may be given, under the terms of this Agreement shall be in writing, and shall be deemed to have been sufficiently given when directly presented or sent pre-paid, first-class United States Mail, addressed as follows:

The District: Castle Pines Metro District
7404 Yorkshire Dr
Castle Pines, CO 80108

Contractor: SEMOCOR INC.
3995 S. Castlewood Canyon Rd.
Castle Rock, CO 80104

XIX. ATTORNEY FEES

In the event that legal action/arbitration is instituted to enforce any of the provisions of this Agreement, the prevailing party shall recover from the losing party its reasonable attorneys' fees and court costs.

XX. DISPUTE RESOLUTION / PROVISIONAL REMEDIES.

All disputes that arise relating to this Agreement which cannot be resolved directly by the parties themselves shall be subject to non-binding mediation. Either party may, upon written notice by such party to the other party ("Mediation Notice"), submit the controversy for resolution by non-binding mediation. The parties shall select a single mediator. If such non-binding mediation is unsuccessful, the parties shall be authorized to seek relief in the Douglas County District Court

IN WITNESS WHEREOF, the Parties execute this Agreement effective as of the date set forth above.

Castle pines North Metro District, COLORADO

By: _____

ATTEST:

_____, Clerk

**CONTRACTOR
SEMOCOR INC.**

By:

Will S. Parker
President

Title

Date

EXHIBIT A
Scope of Services
and
Compensation

Scope of Services:

Contractor shall provide limited professional services to the district as set forth herein.

Contractor's primary duty is oversight, operations, limited management, and qualified guidance.

Contractor shall serve as the Operator in Responsible Charge and provide requisite qualified operators for the district's water treatment plant, wells, distribution system, collections system, lift stations, and related systems. This work is to be completed during normal business hours. Contractor shall complete or facilitate all necessary and established maintenance programs.

Contractor is responsible for ensuring that all state and federal laws and regulations are met. Including but not limited to: Water Quality Testing, Annual Consumer Confidence Report, and Sanitary Surveys.

On an as needed basis- Contractor also performs meter reading, meter maintenance, completes work orders, and customer service calls, either in person, by e-mail, or by telephone during normal business hours.

The contractor will perform on-call 24-hour support for the aforementioned systems on a time and materials basis.

District shall be responsible to provide all other operating staff and personnel.

District shall provide Contractor with access to any and all water plant/system logs, records, and files, whether paper or electronic. This includes all documentation required by federal, state, or local laws, ordinances, or regulations and those kept in the normal course of business at District's place of business.

District shall provide immediate notification to Contractor of any federal, state or local operation violations, unusual conditions, alarms, out-of-spec readings, etc.

District staff shall provide daily telephone or e-mail updates on all matters requested by Contractor to Contractor's assigned operator.

Compensation:

Monthly Contract amount of \$28,740.00 with a 2% annual increase and/or a review by both parties for increase, subject to annual appropriations.

\$85/hr. standard rate (8 am – 4 pm) for work outside the Scope of Services, as needed.

\$125/hr. after hours / emergency rate (4 pm – 8 am) for work outside the Scope of Services, as needed for on call.

Prior Provisions that have been removed from this contract:

\$1000 per month for work within the Scope of Services (ORC Fee)

An average of 16-20 hours a week @ \$85per hour for 4.33 weeks in a month.

\$125/hr. for Managerial of needed service's including but are not limited to: Work by Semocor owner on by half of Castle Pines north metro district. i.e.: E-mails, phone calls meetings.

CASTLE PINES NORTH



METROPOLITAN DISTRICT™

Memorandum

From: Nathan J. Travis

To: CPNMD Board of Directors

Date: 2/19 2025

Re: Expenditure Approval Request

Vendor: Kennedy Jenks

Total Amount:

- General Engineering, Water: \$60,000
- General Engineering, Sanitary Sewer: \$15,000
- General Engineering, Water Treatment Plant: \$20,000
- Total Budget: \$95,000

Need and Purpose of Expenditure

This agreement is for general engineering services related to the District's water and sanitary sewer facilities and the water treatment plant. The work under this agreement allows Kennedy Jenks to continue their long-standing role as the District's Engineer and generally covers the as-requested, on-call, work that is directed by CPNMD. Kennedy Jenks completes a variety of vital tasks for CPNMD including plan review, cost estimation, consulting, hydraulic modeling, mapping updates, inspections, and updates to rules and regulations. A comprehensive list can be found in the proposal. Along with a projected cost breakdown for the various services that they provide.

Alternative Means

Staffing: Although this function could be done with in-house staff, the cost difference would not justify the internal hires required to replace our engineering services. Utilizing Kennedy Jenks has proven to be an effective relationship and provides a level of continuity and depth of resources that could not be reasonably accomplished in-house for a district of our size.

New Firm: Kennedy Jenks has proven to be a effective partner for the 20+ years that we have utilized their services. Their pricing is standard for the market, and any potential marginal savings from switching to a new firm would not justify the loss of the historical relationship and deep understanding of our District needs and systems that Kennedy Jenks ensures.

Alternative Proposals

We did not evaluate other firms or seek alternative proposals for the reasons previously mentioned.

Long- Term Planning Considerations

The role of District Engineer is vital to ensure that our system is designed and protected appropriately. Having a direct impact on daily operations, long-term capital planning, and general system health and stability.

February 5, 2025

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

Subject: Agreement for General Engineering Services
 2025 General Engineering – Water, WTP, and Sanitary Sewer
 KJ 2546002*00

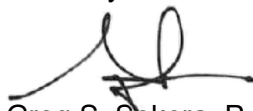
Nathan:

This Agreement is for our 2025 general engineering services related to the District’s water and sanitary sewer facilities and the water treatment plant. The work under this Agreement allows us to continue as the District’s Engineer and generally covers the as requested, on-call, work that is directed by you for 2025. Our scope of services for general engineering is attached and it applies to the District’s water and sanitary sewer systems and the water treatment plant. This Agreement authorizes us to set up a new project number for billing with the following phases and budgets:

<i>Phase</i>	<i>Budget</i>
General Engineering – Water	\$60,000
General Engineering – Sanitary Sewer	\$15,000
General Engineering – Water Treatment Plant	\$20,000
Total Budget for 2025 General Engineering	\$95,000

Attached are the Standard Conditions that apply to this Agreement as well as our 2025 Billing Rates. If this is acceptable, please sign below and return a copy to me.

Sincerely,
 Kennedy/Jenks Consultants, Inc.



Greg S. Sekera, P.E.
 Principal

ACCEPTED BY:
 Castle Pines North Metropolitan District

Nathan Travis, District Manager

Date

Encl:

Exhibit A – Scope of Work
 Fee Estimate Spreadsheet
 2025 Billing Rates
 KJ Standard Conditions

Exhibit A

SCOPE OF WORK

General Engineering Services for Castle Pines North Metropolitan District (CPNMD)

I. BASIC SERVICES

Kennedy/Jenks Consultants, Inc. (Kennedy Jenks) shall perform the services listed below at the direction of the District Manager.

To assist Kennedy Jenks in performing the Basic Services, the District Manager agrees to provide Kennedy Jenks with copies of reports, correspondence, estimates, plans or other documentation requested. Kennedy Jenks acknowledges that coordination with the District Manager regarding the Basic Services is necessary and agrees to coordinate its provision of Basic Services as necessary.

A. General Engineering and Consulting Services

This portion of the Scope of Work includes on-going general engineering services, including meetings, operations, planning, maintenance, and review of developer submitted plans.

1. Meetings – At the request of the District, Engineer shall attend regularly scheduled District Board meetings and if determined necessary by the Board, any special meetings.
2. Engineering Consulting – Perform on-call engineering consulting services on general matters to the District as well as coordination with District Manager, attorney, and accountant.
3. District Information – Engineer will be available to provide information regarding the District and its existing facilities to interested parties, such as developers, homeowners, consultants.
4. Maintenance – Engineer will provide consulting services on maintenance issues and programs. In addition, provide engineering services to any contractors hired to provide maintenance or operational services to District facilities.
5. Developer and Agency Requests – Coordinate, review, and provide responses to requests from developers, public agencies, and utility companies.
6. Engineering Consulting – Perform engineering consulting and assistance to the District and coordination with District Manager, attorneys and accountants.
7. Plan Reviews – Engineer will perform developer plan reviews as they are submitted to the District for review. Engineer's review will consist of determining general compliance with the District's master planning, engineering standards, and technical specifications.
8. Hydraulic Modeling – Perform hydraulic modeling to confirm pipe sizes for proposed developments. Perform capacity analyses on sanitary sewer system facilities for proposed development, upon request.
9. Updates to Standards, Rules, Regulations– Provide assistance in updating the District's Engineering Standards and Rules and Regulations from time to time.

10. Budgets – Engineer will provide input and opinion of probable costs for District’s annual budget and capital improvement plan budgets.
11. Reports, Studies, Evaluations and Analysis – Engineer will prepare reports, studies, evaluations or analysis including engineering opinions of probable construction costs as requested.
12. Emergencies – Initiate corrective and mitigating actions quickly in response to any emergency failure of District facilities that may adversely impact District or other properties and/or public safety.
13. Files – Engineer shall maintain files for work performed by Kennedy Jenks relative to general and specific engineering items including meetings, correspondence, special projects, and plan checks. These documents will be retained for a period of eight years or until requested by the District.

B. Construction Administration Services

As requested by the District, Kennedy Jenks will provide construction observation of facilities of the District. This work will include both projects constructed by the District, and those constructed by developers. Engineer will review the work of contractor(s) for defects and deficiencies in the work without assuming any of the Design Engineer’s legal responsibilities for design and observation, if the project was not designed by Kennedy/Jenks. The performance of such services shall not relieve the Contractor(s) of its/their responsibilities for performance of the work and for compliance with all federal, state and local statutes, rules, regulations and orders applicable to the conduct of the work. Engineer will not be responsible for, or have control or charge of construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work, nor will Engineer be responsible for the Contractor’s failure to carry out the work in accordance with the Contract Documents. Engineer will not be responsible for or have control or charge over the acts or omissions of the Contractor, subcontractors, or any of their agents or employees, or any other persons performing any of the work. At the request of the District, Engineer will provide the following construction administration services:

1. Plan Review – Engineer’s field specialist(s) may coordinate with the engineers during the plan review process in order to provide input regarding the design.
2. Pre-Construction Meetings – The field specialist will attend pre-construction meetings held by the appropriate agencies, including the District, the Design Engineer, the Contractor, the reviewing agency and other interested parties. For developer plan review projects the field specialist will conduct the pre-construction meeting and will prepare and distribute meeting minutes.
3. Construction Observations / Reviews – The field specialist will perform periodic site visits to review progress and review construction for general compliance with the District’s Engineering Standards and the project plans and specifications.
4. Field Observation Reports – The field specialist will prepare field observation reports of the projects from construction commencement to completion, for all on-site observations during

performance of the project. Field Specialist will perform punch walks and prepare and distribute punch list(s) as required until the work is accepted.

5. Service Line Reviews / Observations – Perform field observations of new service line installations at the request of the District. Coordinate field meet time with contractor, observe and record dimensions, sizes, and location of new service or service repair. Provide service line observation reports to District.
6. Facility Testing – Engineer will observe and witness any facility testing required by the District, in accordance with the District’s Engineering Standards and other agency requirements. The field specialist will document all testing observed. The responsibility for successful testing of facilities is the Contractors.
7. Record Drawing Review – Engineer will coordinate obtaining record drawings from the design engineer at the completion of the project. Final record drawings will be transmitted to the District for their records and a duplicate electronic file will be retained by Kennedy Jenks.
8. Probationary Conveyance and Acceptance Form – If requested, Engineer will coordinate the preparation and completion of the probationary Conveyance and Acceptance forms, including appropriate signatures for the start of the probation period for the acceptance of facilities constructed by others to be conveyed to the District.
9. Final Conveyance and Acceptance Form – If requested, Engineer will coordinate the preparation and completion of the final Conveyance and Acceptance forms, including appropriate signatures for final acceptance of facilities constructed by others to be conveyed to the District.
10. Emergencies and Maintenance – On an as-requested basis, Engineer’s field staff will be available for consultation regarding appropriate action in the event of emergencies or routine maintenance.

SPECIAL PROJECT SERVICES

Special projects include engineering involvements outside of the general engineering, consulting, and construction administration services identified above which are referred to as general engineering services. Examples of special projects include specific analysis reports, hydraulic modeling, mapping, master planning, opinion of cost estimating, design, bidding coordination, construction management for new facilities, as well as infrastructure rehabilitation.

Generally, a separate engineering agreement, including a unique project scope, budget and schedule, will be prepared for each special project. There are, however, situations where the District may direct Engineer to undertake these projects without a separate engineering agreement. In these cases, the work will be performed on an hourly basis in accordance with the standard billable rates as shown on Exhibit B.

Proposal Fee Estimate

Kennedy Jenks

CLIENT Name:		Castle Pines North Metro District (CPNMD)														
PROJECT Description:		2025 On-call General Engineering - Budget Estimates														
Proposal/Job Number:		2546002*00			Date:		1/30/2025									
2025.1 Rates																
Classification:	Eng-Sci-8 Sekera	Eng-Sci-7 Schwien	Eng-Sci-6 A. Chalus	Eng-Sci-5 A. Page	Eng-Sci-3	Field Specialist	Project Admin.	Total Hours	KJ Total Labor Fees	KJ Comm. Charges 3%	ODCs Fees	Total Expenses	Total Labor + Expenses			
Hourly Rate:	\$260	\$240	\$214	\$192	\$155	\$142	\$104									
Task 1 - General Engineering WATER																
Project Management (staff mgmt, invoicing, reports, safety)	12	6					4	22	\$4,976	\$149		\$149	\$5,125			
Monthly Board Meeting Reports (11)	11	4						15	\$3,820	\$115		\$115	\$3,935			
Board Meeting Attendance (4)	6	6						12	\$3,000	\$90	\$100	\$190	\$3,190			
General Consulting	24	40		24				88	\$20,448	\$613		\$613	\$21,061			
Information to Developers	8							8	\$2,080	\$62		\$62	\$2,142			
Service Line Sizing Calculations, Reviews	2	4						6	\$1,480	\$44		\$44	\$1,524			
Developer Plan Reviews (preliminary, pre-design)	12							12	\$3,120	\$94		\$94	\$3,214			
Hydraulic Modeling (for new developments)	2	6	16					24	\$5,384	\$162		\$162	\$5,546			
Maintenance Consulting	2	8						10	\$2,440	\$73		\$73	\$2,513			
Service Line Observations		2				16	6	24	\$3,376	\$101	\$200	\$301	\$3,677			
Misc. Field / Construction Observations, Meetings		5				12		17	\$2,904	\$87		\$87	\$2,991			
GIS Updates (coord with AIMS Team)		2	4		6			12	\$2,266	\$68		\$68	\$2,334			
2026 Budget - Descriptions, OPCs	6	4						10	\$2,520	\$76		\$76	\$2,596			
								0	\$0	\$0		\$0	\$0			
Total - Task 1	85	87	20	24	6	28	10	260	\$57,814	\$1,734	\$300	\$2,034	\$59,848			
Task 2 - General Engineering SEWER																
Project Management (staff mgmt, invoicing, reports, safety)	6						1	7	\$1,664	\$50		\$50	\$1,714			
Monthly Board Meeting Reports (11)	10	2						12	\$3,080	\$92		\$92	\$3,172			
Board Meeting Attendance (4)	6							6	\$1,560	\$47	\$100	\$147	\$1,707			
General Consulting		8						8	\$1,920	\$58		\$58	\$1,978			
Information to Developers	2							2	\$520	\$16		\$16	\$536			
Developer Plan Reviews (preliminary, pre-design)	2	2						4	\$1,000	\$30		\$30	\$1,030			
Maintenance Consulting		4						4	\$960	\$29		\$29	\$989			
Service Line Observations						12	2	14	\$1,912	\$57	\$100	\$157	\$2,069			
Misc. Field / Construction Observations, Meetings						4		4	\$568	\$17		\$17	\$585			
GIS Updates (coord with AIMS Team)		2						2	\$480	\$14		\$14	\$494			
2026 Budget - Descriptions, OPCs	2							2	\$520	\$16		\$16	\$536			
								0	\$0	\$0		\$0	\$0			
Total - Task 2	28	18	0	0	0	16	3	65	\$14,184	\$426	\$200	\$626	\$14,810			
Task 3 - General Engineering WTP																
Project Management (staff mgmt, invoicing, reports, safety)	2			6			2	10	\$1,880	\$56		\$56	\$1,936			
Monthly Board Meeting Reports (11)	2			4				6	\$1,288	\$39		\$39	\$1,327			
Board Meeting Attendance (4)	6			8				14	\$3,096	\$93	\$100	\$193	\$3,289			
General Consulting				40	12			52	\$9,540	\$286		\$286	\$9,826			
Maintenance Consulting				6				6	\$1,152	\$35		\$35	\$1,187			
Misc. Field / Construction Observations, Meetings				4	8			12	\$2,008	\$60	\$200	\$260	\$2,268			
2026 Budget - Descriptions, OPCs				1				1	\$192	\$6		\$6	\$198			
								0	\$0	\$0		\$0	\$0			
Total - Task 3	10	0	0	69	20	0	2	101	\$19,156	\$575	\$300	\$875	\$20,031			
Total	123	105	20	93	26	44	15	426	\$91,154	\$2,735	\$800	\$3,535	\$94,689			

2025 BILLING RATES

<u>Classification</u>	<u>Hourly Rate</u>
Engineer-Scientist-Specialist 9	\$282
Engineer-Scientist-Specialist 8	\$260
Engineer-Scientist-Specialist 7	\$240
Engineer-Scientist-Specialist 6	\$214
Engineer-Scientist-Specialist 5	\$192
Engineer-Scientist-Specialist 4	\$172
Engineer-Scientist-Specialist 3	\$155
Engineer-Scientist-Specialist 2	\$136
Engineer-Scientist-Specialist 1	\$116
Field Specialist	\$142
Senior CAD - Designer	\$160
CAD-Designer	\$148
Senior CAD - Technician	\$137
CAD-Technician	\$120
Administrative Manager/Project Administrator/Marketing Manager	\$104
Administrative Assistant.....	\$96

In addition to the above Hourly Rates, a 3% Communications Surcharge will be added to Personnel Compensation for normal and incidental copies, communications and postage.

Direct expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work, will be at cost plus 5% for items such as:

- a. Maps, photographs, 3rd party reproductions, 3rd party printing, equipment rental, and special supplies related to the work.
- b. Consultants, soils engineers, surveyors, contractors, and other outside services.
- c. Rented vehicles, local public transportation and taxis, travel and subsistence.
- d. Project specific telecommunications and delivery charges.
- e. Special fees, insurance, permits, and licenses applicable to the work.
- f. Outside computer processing, computation, and proprietary programs purchased for the work.

Reimbursement for vehicles used in connection with the work will be at the federally approved mileage rates or at a negotiated monthly rate.

The foregoing Schedule of Charges is incorporated into the agreement for the services provided, effective January 1, 2025 through December 31, 2025.

Client:

Contract/Proposal Date:

Standard Conditions

1 August 2021

CLIENT and KENNEDY/JENKS CONSULTANTS, INC. ("CONSULTANT") agree that the following provisions shall be a part of their agreement.

1. **TERMS OF PAYMENT.** CLIENT will be invoiced at the end of the first billing period following commencement of work and at the end of each billing period thereafter. Payment in full of an invoice must be received by CONSULTANT within thirty (30) days of the date of such invoice.
2. **EFFECT OF INVOICE.** The work performed shall be deemed approved and accepted by CLIENT as and when invoiced unless CLIENT objects within fifteen (15) days of invoice date by written notice specifically stating the details in which CLIENT believes such work is incomplete or defective, and the invoice amount(s) in dispute. CLIENT shall pay undisputed amounts as provided for in the preceding paragraph.
3. **INTEREST; SUSPENSION OF WORK.** Failure of CLIENT to make full payment of an invoice so that it is received by CONSULTANT within said sixty (60) days of the date thereof subjects the amount overdue to a delinquent account charge of one percent (1%) of the invoice amount per month, compounded monthly, but not to exceed the maximum rate permitted by law. Failure of CLIENT to submit full payment of an invoice within sixty (60) days of the date thereof subjects this agreement and the work herein contemplated to suspension or termination at CONSULTANT's discretion.
4. **ADVANCE PAYMENT: WITHHOLDING OF WORK PRODUCT.** CONSULTANT reserves the right to require payment in advance for work it estimates will be done during a given billing period. CONSULTANT, without any liability to CLIENT, reserves the right to withhold any services and work products herein contemplated pending payment of CLIENT's outstanding indebtedness or advance payment as required by CONSULTANT. Where work is performed on a reimbursable basis, budget may be increased by amendment to complete the scope of work. CONSULTANT is not obligated to provide services in excess of the authorized budget.
5. **STANDARD OF CARE.** CONSULTANT's services performed under this agreement will be performed in a manner consistent with the care and skill ordinarily exercised by members of the profession practicing under similar conditions at the same time and in the same or similar locality. When the findings and recommendations of CONSULTANT are based on information supplied by CLIENT and others, such findings and recommendations are correct to the best of CONSULTANT's knowledge and belief. No warranty, express or implied, is made or intended by this agreement, or by the foregoing statement of the applicable standard of care, or by providing consulting services or by furnishing oral or written reports of findings made. No entity other than CLIENT or CONSULTANT shall be construed as a beneficiary to this Agreement.
6. **INSURANCE COVERAGE.** CONSULTANT is protected by Worker's Compensation insurance as required by applicable state laws and will maintain employer's liability coverage of \$1,000,000 each accident for bodily injury, \$1,000,000 each employee and \$1,000,000 policy limit for bodily injury by disease. During the performance of this agreement CONSULTANT will maintain professional liability insurance with a limit of \$1,000,000 on a claims made, annual aggregate basis, and commercial general liability and automobile liability insurance each with a limit of not less than \$1,000,000 million on an occurrence basis.
7. **ALLOCATION OF RISK.** CLIENT and CONSULTANT have discussed the risks associated with this project and the extent to which those risks should be shared by CLIENT and by CONSULTANT, and have agreed:
(a) To the fullest extent permitted by law, CLIENT agrees to limit the liability of CONSULTANT, its officers, employees, and subconsultants to CLIENT, all landowners, contractors, subcontractors, lenders, suppliers, manufacturers, third parties, and their employees such that the total aggregate liability, including all attorneys fees and costs shall not exceed \$50,000.00 or the total fees paid for CONSULTANT's services on this project, whichever is greater. (b) All damages such as loss of use, profits, anticipated profits, and the like losses are consequential damages for which CONSULTANT is not liable. (c) CLIENT shall give written notice to CONSULTANT of any claim of negligent act, error or omission within one (1) year after the completion of the work performed by CONSULTANT. Failure to give notice herein required shall constitute a waiver of said claim by CLIENT.
8. **SERVICES DURING CONSTRUCTION.** Any construction inspection or testing provided by CONSULTANT is for the purpose of determining compliance by contractors with the functional provisions of project documents only. CLIENT agrees that CONSULTANT will have no inspection responsibilities at the jobsite except to the extent specifically provided for in the agreed upon scope of work. CONSULTANT shall not be held in any way to guarantee any contractor's work, nor to assume responsibility for means, methods or appliances used by any contractor nor to assume responsibility for a contractor's compliance with laws and regulations or for contractor's errors, omissions, or defective work. CLIENT agrees that in accordance with generally accepted construction practices, the construction contractor will be required to assume sole and complete responsibility for jobsite conditions during the course of construction of the project, including safety of all persons and property and that this responsibility shall be continuous and not be limited to normal working hours. CLIENT agrees to require in all construction contracts for the project, provisions that CLIENT and CONSULTANT shall be defended and indemnified by the contractor and its subcontractors and named additional insureds on contractor's and subcontractor's insurance. Any Opinion of Probable Construction Cost furnished by CONSULTANT are based on professional opinions and judgment, and CONSULTANT will not be responsible for fluctuations in construction costs.
9. **SERVICES BY CLIENT.** CLIENT will provide access to site of work, obtain all permits, provide all legal services in connection with the project, and provide environmental impact reports and energy assessments unless specifically included in the scope of work. CLIENT shall pay the costs of checking and inspection fees, zoning application fees, soils engineering fees, testing fees, surveying fees, and all other fees, permits, bond premiums, and all other charges not specifically covered by the scope of work. CLIENT shall designate to CONSULTANT the location of all subsurface utility lines and other subsurface man-made objects (in this agreement collectively called "buried utilities") within the boundaries of the jobsite. CONSULTANT will conduct at CLIENT's expense such additional research as in CONSULTANT's professional opinion is appropriate to attempt to verify the location of buried utilities at the jobsite, but CLIENT shall remain responsible for the accurate designation of their location and, shall indemnify, defend, and hold CONSULTANT harmless from any claims or loss arising from the failure to accurately locate buried utilities.
10. **COMPLIANCE WITH LAWS.** CLIENT and CONSULTANT shall each use reasonable care in its efforts to comply with laws, codes, ordinances and regulations in force at the time of the performance by each under this agreement, insofar as such laws are applicable to a party's performance. Unless otherwise provided for in the scope of work of this agreement or by law, the responsibility for making any disclosures or reports to any third party, for notifying all governmental authorities of the discovery of hazardous materials on the jobsite, and for taking corrective, remedial, or mitigative action shall be solely that of CLIENT. It is CONSULTANT's belief that the work is not subject to California or any applicable state Prevailing Wage Law, unless expressly identified as such within the scope of work. Should it be alleged or determined that some or all of the work is subject to California's or any applicable state Prevailing Wage Law, then CLIENT shall reimburse CONSULTANT for the additional costs associated with CONSULTANT complying with those laws.

Standard Conditions (Page 2)

1 August 2021

11. **USE OF DOCUMENTS.** Drawings, reports, writings and other original documents (documents) furnished by CONSULTANT are for the exclusive use of CLIENT and CONSULTANT retains all intellectual property rights including copyrights. Documents are furnished to CLIENT upon CLIENT's specific agreement that it assumes all liability resulting from the further distribution of such documents, or any portion of them, and that CLIENT will indemnify CONSULTANT and hold it harmless against any claims associated with the unauthorized use of such documents. In no event will CLIENT or any person acting on its behalf edit, abridge, or modify any document prepared by CONSULTANT without CONSULTANT's express written consent.
12. **ELECTRONIC DATA.** Documents provided by CONSULTANT in electronic formats are provided under the following conditions unless detailed otherwise in the scope of work or by a written amendment. Documents are provided in CONSULTANT's standard software formats. CLIENT recognizes that electronic data and its transmission can be easily damaged, may not be compatible with CLIENT'S software formats and systems, may develop inaccuracies during conversion or use, and may contain viruses or other destructive programs, and that software and hardware operating systems may become obsolete. As a condition of delivery of electronic data, CLIENT agrees to defend indemnify and hold CONSULTANT, its subconsultants, agents and employees harmless from and against all claims, loss, damages, expense and liability arising from or connected with its use, reuse, misuse, modification or misinterpretation. In no event shall CONSULTANT be liable for any loss of use, profit or any other damage.
13. **TERMINATION.** This agreement may be terminated by either party by written notice should the other party fail substantially to perform its obligations under this agreement and continue such default after the expiration of a seven (7) day notice period. Either party may terminate this agreement without necessity of cause upon the expiration of a thirty (30) day notice period. If this agreement is terminated by CLIENT in the absence of default by CONSULTANT, CONSULTANT shall be paid for services performed and costs incurred by it prior to its receipt of notice of termination from CLIENT, including reimbursement for direct expenses due, plus an additional amount, not to exceed ten percent (10%) of charges incurred to the termination notice date, to cover services to orderly close the work and prepare project files and documentation, plus any additional direct expenses incurred by CONSULTANT including but not limited to cancellation fees or charges. CONSULTANT will use reasonable efforts to minimize such additional charges.
14. **PRECEDENCE OF CONDITIONS.** Should any conflict exist between the terms herein and the terms of any purchase order or confirmation issued by CLIENT, the terms of these Standard Conditions shall prevail in the absence of CONSULTANT's express written agreement to the contrary.
15. **ASSIGNMENT: SUBCONTRACTING.** Neither CLIENT nor CONSULTANT shall assign any of its rights including a right to sue, or delegate its duties under this agreement without the written consent of the other.
16. **FORCE MAJEURE.** Any delay or default in the performance of any obligation of CONSULTANT under this agreement resulting from any cause(s) beyond CONSULTANT's reasonable control shall not be deemed a breach of this agreement. The occurrence of any such event shall suspend the obligations of CONSULTANT as long as performance is delayed or prevented thereby, and the fees due hereunder shall be equitably adjusted.
17. **MERGER: WAIVER: SURVIVAL.** This agreement constitutes the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations and/or agreements, written or oral. One or more waiver of any term, condition or other provision of this agreement by either party shall not be construed as a waiver of a subsequent breach of the same or any other provision. Any provision hereof which is legally deemed void or unenforceable shall not void this entire agreement and all other provisions shall survive and be enforceable.
18. **APPLICABLE LAW.** This agreement shall be interpreted and enforced according to the laws of the State of California. In the case of invalidity or unenforceability of any provision or portion thereof, the provision shall be rewritten and enforced to the maximum extent permitted by laws to accomplish as near as possible the intent of the original provision. Nothing herein shall be construed to provide for indemnification against damages arising from a party's gross negligence or willful misconduct.
19. **COUNTERPARTS; SIGNATURES.** This Agreement may be executed simultaneously in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The parties agree that electronic (including without limitation .pdf), email or facsimile signatures of this Agreement shall have the same force and effect as original signatures. Each undersigned representative of the parties to this Agreement certifies that he or she is fully authorized to enter into the terms and conditions of this Agreement and to execute and legally bind such party to this Agreement.

CASTLE PINES NORTH



METROPOLITAN DISTRICT™

Memorandum

From: Nathan J. Travis

To: CPNMD Board of Directors

Date: 2/19 2025

Re: Expenditure Approval Request

Vendor: QP Services

Total Amount: \$134,400

Need and Purpose of Expenditure

We are required by the State of Colorado, and our insurance company to have a comprehensive maintenance and inspection plan for our wastewater collection system mains and manholes. This includes inspecting at least 1/3rd of our system annually looking for water intrusion, blockages, or compromised piping.

Starting last year we moved away from the traditional model of inspecting 1/3 of our system using physical cleaning and main line "TV" or sending a camera down each individual line and have moved to an acoustic assessment. This approach is approved both by the State of Colorado, and our insurance company. It can also be completed for roughly 1/3rd of the cost per lineal foot. Last year we completed inspection of our entire system at roughly the same total cost that we had been spending to inspect 1/3 of our system. We intend to do the same this year. With two solid years of full system analysis and inspections, for comparison we will likely revert to completing 1/3rd of the system every year, to capture a significant savings.

Also included in the proposal is a manhole condition assessment and condition rating. Again, we did a full system inspection last year and intend to do the same today to allow us to compare any direct condition changes. Following last year's inspection, we identified and rehabilitated nearly 40 manholes. Doing another full system inspection will ensure that we capture this work, and provide a benchmarking base-line. This work will be reduced to fall in-line with our main-line inspection schedule beginning in 2026.

QP Services specifically, has been responsible for the annual maintenance and inspection of our wastewater mainlines for 20+ years. Ensuring that our collection system is in safe operating condition.

Alternative Means

While there are other providers that perform collections system maintenance, QP Services has a thorough understanding and familiarity with District systems, including documentation processes and work-flows. There is substantial value to having consistency with maintenance programs.

Additionally, they are the only regional provider of the acoustic inspection technology that we have adopted with cost-savings in mind.

Alternative Proposals

See "Alternative Means"

Long Term Planning Considerations

This contract supports the goal of providing clean, safe, and reliable drinking water and wastewater services to our community.



12503 E EUCLID DR
 STE 200
 CENTENNIAL, CO 80111

To:	Castle Pines North Metro District	Contact:	NATHAN TRAVIS
Address:	7404 Yorkshire Dr Castle Pines, CO 80108	Phone:	
Project Name:	2025 Castle Pines SL RAT	Fax:	
Project Location:	CASTLE PINES NORTH METRO DISTRICT-7404 YORKSHIRE DR., CASTLE PINES, CO	Bid Number:	
		Bid Date:	

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	MANHOLE INSPECTION MACP	1,900.00	EACH	\$21.00	\$39,900.00
2	SL RAT ACOUSTIC ASSESSMENT	270,000.00	LF	\$0.35	\$94,500.00
Total Price for above Items:					\$134,400.00

Total Bid Price: \$134,400.00

Notes:

- **INCLUSIONS:** Any/All - Labor, equipment and materials necessary to install the above listed items per provided plans and specifications. One set of red lined (as-built) drawings will be provided at completion of construction. Installation of any/all items will be installed to grade per plan sheets and/or provided staking (1) time. Any additional adjustments to installation will requires adjustments to pricing.
- **MOBILIZATION:** One (1) mobilization is included. Additional mobilizations will be billed at the stated unit price.
- **EXCLUSIONS:** Unless specifically stated otherwise the following exclusions apply: engineering, survey, staking and layout, dewatering, landscaping, irrigation, concrete flatwork, bonds, permits, tap and inspection fees, third party QC/QA, traffic and/or pedestrian control, installation and maintenance of erosion control items, import and placement of structural/select fill (assumes on-site materials are suitable as backfill), importing or off-site trucking of construction water, winter conditions complete, costs associated with private utilities location, job trailer, any / all electrical including materials.
- **SANITARY QUALIFICATIONS:** Unless specifically stated otherwise the sanitary sewer services exclude: grease traps, sand oil separators, wet wells, bypass pumping, temporary service, all sanitary services closer to or within 5 feet from outside of buildings unless specifically identified in pay items.
- **WATER QUALIFICATIONS:** Unless specifically stated otherwise the water services exclude: temporary water main or temporary services to maintain water to businesses or private residences, excludes water shut-off notifications to residences, water services closer than 5 foot from the outside of building unless identified in the pay items.
- **STORM QUALIFICATIONS:** The storm services proposed are bid with HDPE, riprap is bid for the flared-end section (FES) only. Detention structure includes 6 inches of No. 57 base the No. 8 aggregate base. All storm sewer services/roof drains are to be within 5 foot from outside of building(s). Final roof drain connections to be made by others, unless specifically identified in the pay items.
- **STANDARD QUALIFICATIONS:** All prices herein are guaranteed for thirty (30) days from date of proposal. Quantities are an estimate, final installed amounts will be adjusted at the quoted unit price. Proposed pricing is based upon consecutive and continuous installation of items and activities without impact or delay by others. If construction phasing is required, then price adjustment(s) may be implemented in order to accommodate the primary CPM project schedule. A surcharge for fuel will occur when the diesel fuel cost index increases more than \$.25 per gallon according to the Department of Energy. Testing required as part of the sanitary and storm services will be performed once. Any other test requierments will be billed on time and material basis.
- **UNSUITABLE CONDITIONS:** Any/all unsuitable and unforeseen conditions encountered (rock excavation, silty sand, muck excavation and/or stabilization of subgrade, hazardous or contaminated materials, frozen ground, excessive groundwater, buried/hidden/unforeseen items, etc.) may require price adjustments if and when these conditions are encountered. If existing soil (i.e. claystone, sandstone, bedrock etc..) impedes the estimated production rate, prices may require adjustment.
- **BOND:** If Bond is required add Bond Rate at 1.50%.
- **DAVIS BACON:** Davis Bacon wages are not included in above pricing.
- **ADD/ALTERNATES** Identified;

Payment Terms:

Payment is due 30 days from date of invoice.

ACCEPTED:

The above prices, specifications and conditions are satisfactory and are hereby accepted.

Buyer: _____

Signature: _____

Date of Acceptance: _____

CONFIRMED:

QP SERVICES, LLC

Authorized Signature: _____

Estimator: _____

CASTLE PINES NORTH



METROPOLITAN DISTRICT™

Memorandum

From: Nathan J. Travis

To: CPNMD Board of Directors

Date: 2/19 2025

Re: Expenditure Approval Request

Vendor: Distribution System Resources

Total Amount:

- Estimated Cost for Flushing, Valve & Hydrant Maintenance: \$125,248.60
- PRV, Airvac, and Valve Repairs to be completed on a T&M basis (cost schedule included)(non-excavation repairs)

Need and Purpose of Expenditure

This is a vital component to our annual water system maintenance, ensuring that we exceed all guidelines and regulations regarding distribution system maintenance:

- Flushing: done to maintain water quality, and prevent unnecessary build up of iron and manganese in the system
- Hydrant Maintenance: Ensures proper hydrant function for emergency use
- Valve exercising: Identifies problems with valves prior to use in emergency situations. Identifies damaged valve boxes, and valves that may have been lost or “paved over” during prior year
- Pressure Regulating Valves: maintain safe operating pressure to various neighborhoods
- Air-Vac: Remove air from distribution system to support water quality and clarity.

DSR will also be assisting us with an effort to continue to identify, and locate missing valves, and continue to get GPS coordinates for any that have not yet been found. This will be done in cooperation with the City of Castle Pines, Semocor, and our GIS software, AIMS.

DSR has been utilized by the District for system maintenance in these areas since 2015.

Alternative Means

Staffing: managing these functions could theoretically be handled by internal staffing. We attempted to manage this in-house when staffing levels were at our highest, including the use of seasonal help. We were unable to complete these functions through this format, as we simply didn't have enough manpower. Staffing to that level was and is unrealistic from an equipment and cost perspective. Due to similar issues, many districts have moved toward contracting this work. Parker Water, Town of Castle Rock, City of Boulder, Pinery, and many others utilize DSR for their system needs. As far as available contractors, while there are many pipeline repair and operations firms that will complete this work DSR is unique in that it utilizes certified operators and maintains a limited focus allowing them to keep their overhead down, and provide a superior service at a lower cost. DSR is also familiar with, and even assisted with the creation of the needed work flows to capture and track this work through our asset management system.

As with other maintenance functions there is also value in year over year continuity, increasing efficiency, and level of service.

Alternative Proposals

No alternative proposals were sought due to continuity, and because DSR is the only firm that specializes in this type of maintenance activity.

Long- Term Planning Considerations

A vital component to ensure we meet our mission to provide clean, safe, and reliable drinking water services to our residents.

Projected Estimated Costs:

	Cost	Quantity*	Total
Blow-off (ea)	\$65.85	157	\$10,338.45
Hydrant Maint (ea)	\$73.95	623	\$46,070.85
Hydrant Painting (ea)	\$125.45	125	\$15,681.25
Valve Exercising (ea)	\$39.85	1168	\$46,544.80
Valve and Hydrant busy streets	\$82.30	145	\$11,933.50
			\$130,568.85

*Actual quantities may vary slightly due to mapping and infrastructure updates

Time and Material Expenses:

Hydrant Repair	\$312.00/ hour
PRV/ARV/Flushing	\$312.65/ hour
Addtl Flushing >5min/hydrant	\$312.65/ hour
Valve Box Repair	\$312.65/ hour
Opnut Replacement	\$925.00/ each
Emergency Response	\$469.00/ hour
GPS	\$251.20/ hour
Engineered Traffic Control	Cost + 5%
Permits Leases Bonds	Cost + 5%
All Parts invoiced	Cost + 20%



SERVICE AGREEMENT

This Service Agreement ("Agreement") is made effective as of January 1, 2025, by and between the **Castle Pines North Metropolitan District (Owner)**, 7404 Yorkshire Drive, Castle Pines, Colorado 80108 and **Distribution System Resources (DSR)** at 406 Jerry Street Ste 100, Castle Rock, CO 80104 (this is where we live now Nathan!). In this agreement, the party who is receiving services will be referred to as "Owner", and the party who will be providing the services will be referred to as "DSR".

1. **INCORPORATION OF DOCUMENTS.** This Service Agreement shall include the following services –Fire Hydrant Maintenance and Repair, Valve Exercising and Valve Box Repair, PRV and ARV Maintenance and Repair, System Flushing to maintain water quality, GPS and recovery of buried assets, Emergency Response, and other system maintenance and response tasks along with all Exhibits or other documents attached to those documents which are incorporated therein by specific reference, constitute the Contract between the parties.
2. **DESCRIPTION OF SERVICES.** Beginning on or about January 2, 2025 DSR will provide to Owner: Valve and Valve Box Repair, Fire Hydrant Repair, PRVARV Repair and potentially other on-call operation, maintenance services as requested in Item 1 above.
3. **PAYMENT FOR SERVICES.** In exchange for the Services, Owner will pay compensation to DSR for the Services performed to be invoiced on the 15th and last day of each month with final payment invoiced upon completion. (or lump sum if short term contract) Payment is due 30 days after submission of the invoice. The attached Exhibit 1 is the rate sheet for 2025, costs for subsequent years shall be determined by article 4 below,
4. **TERM.** This Agreement will automatically renew annually pending available district funds that must negotiated 30 days prior to the next budget year.
5. **WORK PRODUCT OWNERSHIP.** Any information, in whole or in part, (collectively the "Work Product") created or produced by DSR in connection with the services will be exclusive property of Owner. Upon request, DSR will execute all documents necessary to confirm or perfect the exclusive ownership of Owner to the Work Product.
6. **CONFIDENTIALITY.** DSR and its employees, members, agents, or representatives will not at any time or in any manner, either directly or indirectly, use for the personal benefit of DSR, or divulge, disclose or communicate in any manner, any information that is identified in writing by owner as proprietary to Owner without Owner's expressly written permission. DSR and its employees, members, agents, and representatives will make reasonable efforts to protect such information and treat it as strictly confidential. This provision will continue to be effective after the termination of this Agreement. Upon termination of this agreement, DSR will return to Owner all records, notes, documentation and other items that were used, created, or controlled by DSR during the term of this agreement except that information contained within the final bound report provided to Owner, copies of which DSR may retain for its records. By default, DSR consider this to include in part, an appropriate Data Sharing Agreement

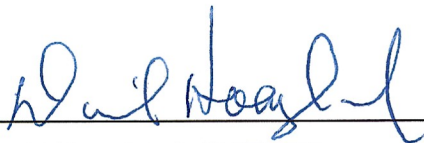
7. **WARRANTY.** DSR shall provide its services and meet its obligations under this Agreement in a timely and workmanlike manner, using knowledge and recommendations for performing the services which meet generally acceptable standards in DSR's community and region, and will provide a standard of care at least equal to the standard of care used by service providers similar to DSR on similar projects.
8. **HOLD HARMLESS.** DSR follows the American Water Works Association's standards while performing the defined Scope of Services. As such, Owner will hold harmless DSR and its directors, officers, and employees, agents, stockholders, affiliates, subcontractors and customers from and against all third party allegations, claims, actions, suits, demands, damages, liabilities, obligations, losses, settlements, judgments, costs and expenses (including without limitation reasonable attorneys' fees and costs) which arise out of or, relate to (1) death or bodily injury or (2) loss of or damage to real property resulting from broken water appurtenances due to age or lack of prior maintenance as defined by manufacturer or national standards. The Owner's hold harmless obligation shall not be construed to extend to any injury, loss, or damage which is caused by the act, omission, or other fault of DSR.
9. **REMEDIES.** In addition to any and all other rights a party may have available according to law, if a party defaults by failing to substantially perform any provision, term or condition of this Agreement (including without limitation the failure to make a monetary payment when due), the other party may terminate the Agreement by providing written notice to the defaulting party. This notice shall describe with sufficient detail the nature of the default. The party receiving such notice shall have 45 days from the effective date of such notice to cure the default(s), provided however, Owner shall have only 10 days from the effective date of such notice to cure the default for non-payment of an Invoice. Unless waived by a party providing notice, the failure to cure the default(s) within such time period shall result in the automatic termination of this Agreement.
10. **ENTIRE AGREEMENT.** This Agreement, including the documents identified in Article 1 above, contains the entire Agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Agreement. This Agreement supersedes any prior written or oral agreements between the parties.
11. **SEVERABILITY.** If any provision of this Agreement will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.
12. **AMENDMENT.** This agreement may only be modified or amended in writing signed by both parties.
13. **GOVERNING LAW.** This Agreement shall be construed in accordance with the laws of the State of Colorado.
14. **DISPUTE RESOLUTION.** In the event that a dispute arises between the parties it is agreed they will engage in good faith mediation efforts using a professional mediator prior to either party initiating litigation and the parties agree to equally share the cost to engage such mediator. If mediation efforts do not result in resolution within one week from commencement either party may initiate litigation and the court of law presiding

over such litigation shall be authorized to order and enter judgment for the payment of reasonable attorneys' fees and costs in favor of the party determined by said court to be the prevailing party.

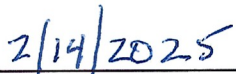
15. NOTICE. Any notice of communication required or permitted under this agreement shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.
16. ASSIGNMENT. Neither party may assign or transfer this AGREEMENT without the prior written consent of the non-assigning party, which shall not be unreasonably withheld.

Castle Pines Metropolitan District, Authorized Agent

Date



David Hoagland, CWP, PO
Distribution System Resources, Ltd.



Date

Two original Agreements shall be signed, one retained by each party. A copy of this agreement shall be acceptable as an original.

EXHIBIT 1
2025 Rates

Castle Pines North Metropolitan District	
Blow-off (ea)	\$65.85
Hydrant maint	\$73.95
Hydrant Repair (hrly)	\$312.65
Hydrant painting (ea)	\$125.45
PRV/ARV/Flushing (hrly)	\$312.65
Valve exercising (ea)	\$39.85
Addtl flushing >5 min/hydrant (hrly)	\$312.65
Valve and Hydrant busy streets	\$82.30
Valve Box repair (hrly)	\$312.65
Opnut replacement	\$925.00
Emergency response (hrly)	\$469.00
GPS (hrly)	\$251.20
Engineered Traffic Control (cost + 5%)	
Permits, Licenses, Bonds (cost + 5%)	
All parts invoiced (cost + 20%)	