

# CASTLE PINES NORTH



METROPOLITAN DISTRICT

## Board Meeting Agenda

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

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

- I. Welcome. Call meeting to order. Pledge of Allegiance.
- II. Roll call. Determination of quorum. Disclosure of potential conflicts.
- III. Consider approving the August 26<sup>th</sup>, 2024, board meeting agenda.
- IV. Consider approving the July 22<sup>nd</sup>, 2024, board meeting minutes.
- V. Public comment period. (Three-minute maximum per person).
- VI. Communication Director's report.
- VII. Finance Director's report.
  - A. Consider: 2023 Budget Amendment Resolution.
  - B. Presentation of the 2023 Audit Draft. Ruben Brown, Andy Anderson & Russell White.
    - i. Consider: Approve 2023 Audit.
  - C. Ratify claims for payment including check numbers 28730 - 28798 and electronic payments issued from July 19, 2024, through August 21, 2024.

	July	August	Totals
Checks	\$252,065.88	\$598,440.64	\$850,506.52
Electronic Payments (all funds)	\$26,868.07	\$19,630.19	\$46,498.26

<b>Total Expenditures</b>	<b>\$278,933.95</b>	<b>\$618,070.83</b>	<b>\$897,004.78</b>
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- VIII. Consider: Engineering budget increase amendment for the Lift Station Upgrade Project. Kennedy Jenks, Lisa Schwein & Greg Sekera.
- IX. Presentation and Consideration of Third Party Supplemental Environmental Proposal/ Agreement (SEP Program). Level Engineering, Jay Blackburn.
- X. Legal Counsel's report
- A. Graham and Propst Immunity act Notice, RE: 791 Briar Ridge Court.
  - B. Consider Service Plan Amendment Authorization.
  - C. Parks Trails & Open Space IGA. Assignment of Cell Tower Leases, "Batch 1" Property Conveyances.
    - Requested Motion: *I move the board authorize the President and Secretary to sign conveyance documents of the properties identified by the Attorney as Batch I in his Status Report as authorized by Section 32-1-1001 (1) (f) of the Colorado Revised Statutes and deliver them to the City of Castle Pines pursuant to the Parks, Open Space and Recreational Facilities IGA upon approval of final documents by the President, District Manager and Attorney.*
- XI. District Manager's report
- A. Consider: Monarch Waterline CIP budget increase request. District Manager, Lisa Schwien & Greg Sekera.
  - B. Discussion: Finance Policy Draft.
  - C. Bank account fraudulent charge, implementation of "positive pay" in response.

- XII. Discuss necessity of September Study Session.
- XIII. Director's Matters.
- XIV. Adjourn.

**CASTLE PINES NORTH METROPOLITAN DISTRICT  
REGULAR BOARD MEETING MINUTES  
JULY 22, 2024 – 6:00 p.m.**

**HELD:** Monday, July 22, 2024 at 6:00 p.m.

**ATTENDEES:** Directors Jason Blanckaert, Leah Enquist, Jana Krell (via Zoom), James Mulvey and Tera Radloff were present. Nathan Travis, District Manager; Andrea Manion, CRS; Bailey Budnick, Elara Creatives; Jim Fitzmorris, JR Engineering and Jeff Raymond of Raymond Development were also present.

**CONFLICTS:** None.

**QUORUM:** Present.

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

**CONSIDERATION OF AGENDA OF THE MEETING OF THE BOARD OF DIRECTORS:** Upon motion by Director Radloff, second by Director Mulvey and unanimous vote, the meeting agenda was approved as presented.

**CONSIDERATION OF PAST MEETING MINUTES:** Upon motion by Director Radloff, second by Director Mulvey and unanimous vote, the Board approved minutes from the June 24, 2024 regular meeting as presented.

**PUBLIC COMMENT:** There was no public comment.

**REQUEST FOR SERVICE AND INCLUSION:** Mr. Fitzmorris provided an overview of the proposed inclusion area. The property's developer, Mr. Raymond of Raymond Development, summarized the preliminary plans for the property to the Board, noting that about 30 acres of the 90-acre property will be zoned for mixed-use while the remaining 60 acres will be zoned for single-family homes. Mr. Raymond then discussed plans for 450 dwelling units and 200,000 square feet of retail, emphasizing that the new community will be pedestrian friendly and should not impede traffic in and around the area given its proximity to the Happy Canyon exit from Interstate 25.

In response to an inquiry from Director Blanckaert, Mr. Raymond explained that while the plans are not final, the intention is to build 60 single-family homes on one-acre lots and 450 other residential units which may be added above retail shops and office spaces.

Mr. Travis remarked that Kennedy Jenks will need to conduct an evaluation to assess the District's capacity to serve the property and to research the property's water rights, utility plans and other related matters.

After further discussion, Mr. Travis invited Mr. Fitzmorris and Mr. Raymond to begin the formal petition for inclusion process, which the District's legal counsel will provide them with more information on.

Responding to a question from Director Mulvey, Mr. Travis clarified that the District will not be expected to pay for the preliminary studies needed to be conducted by Kennedy Jenks should the project move forward.

**COMMUNICATION DIRECTOR'S REPORT:** Ms. Budnik provided an overview of current communications and marketing efforts, noting that no questions or comments were received after the rollout of the 2024 water quality report. Mr. Travis reported that while about 100 hard-copies of the report were printed and made available at the District's office, only about five or six people have actually picked one up. Mr. Travis intends to bring the additional copies for passing out at upcoming District events. Additionally, Ms. Budnick agreed to provide information regarding the number of times the water quality report was accessed via QR code at the next Board meeting.

In response to a question from Director Enquist, Ms. Budnick explained that while the District has excelled at providing residents with information and updates related to emergency communications and continues to expand its reach, there remains room for improvement regarding Daupler reporting and consistency with general updates to the community.

Following a suggestion from Director Mulvey, Mr. Travis and Ms. Budnick agreed to work with Daupler to conduct test communications to ensure that everyone in the community can be reached in the event of an emergency.

**FINANCE DIRECTOR'S REPORT:** Ms. Manion requested that the Board approve an audit extension for 2023, citing delays related to the transfer of assets to the City of Castle Pines ("City") per the Parks IGA. After discussion and upon motion by Director Blanckaert, second by Director Radloff and unanimous vote, the Board approved the request for extension of time to file the 2023 audit.

Ms. Manion then delivered an update on the District's finances.

Director Radloff inquired about payments listed in the cash disbursement journal with descriptions citing parks, trails and open space. Mr. Travis explained that, although cut-off on the report, the full description for the payments in question is actually "Parks, Trails and Open Space – IGA." Mr. Travis clarified that these costs are associated with inclusion matters outlined in the Parks IGA and noted that the District has been invoicing the City of Castle Pines its 50% share of the costs. Following a request from Director Mulvey, Mr. Travis agreed to include updates on the City's reimbursements to the District in financial reports going forward.

After discussion and upon motion made, seconded and unanimously carried, the claims were approved and ratified for checks numbered 28683 through 28729 and electronic payments issued from June 20, 2024 through July 18, 2024, for a total of \$585,041.19.

**LEGAL COUNSEL’S REPORT:** The Board reviewed Mr. Seter’s written report.

In response to a question from Director Enquist, Mr. Travis clarified that the consolidation inquiry with Hidden Pointe Metropolitan District was first initiated by Castle Pines North. Mr. Travis reported that the effort has been ongoing for a number of years and hit a wall after Hidden Pointe’s legal counsel retired. Mr. Seter is working to resume discussions on the matter with a representative for Hidden Pointe.

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

*Rate Study:* Mr. Travis reported on the initial conversation he and Ms. Manion had with Bartle Wells regarding an updated rate study, noting that it should be completed in time for budget discussions in October and will likely take about a month and a half to complete. Mr. Travis emphasized the necessity for an updated rate study, given that the last one was completed in 2018.


*Monarch Waterline Update:* Mr. Travis informed the Board that the first of the two waterline phases for the project has been completed. Mr. Travis then discussed potential plans by the City to extend the project beyond its current scope.

Director Radloff inquired about how the District’s budget would be impacted if the scope for the project were to be extended. Mr. Travis explained that while he will need to research the matter further, it is likely that a sizeable portion of the proposed extension can be covered by the amount originally budgeted for the project for this year.

Director Mulvey emphasized the need to minimize impediments to residents while the project is being completed.

**DIRECTOR’S MATTERS:** The Board canceled its August study session and agreed to review the District’s draft finance policy at the next regular meeting.

**ADJOURN:** The regular Board meeting adjourned at approximately 7:00 p.m.



07/15/24 - 08/15/24

# COMMUNICATIONS REPORT

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- 2024 Water Quality Report Update - Violation Information Added
- Neighborhood Water Outage
- Water Conservation Projects
- August Community Events
- August Billing Insert
- September Connection Ad
- Graphics/Videos shared



# Marketing Metrics

## WEBSITE ENGAGEMENT (07/15 - 08/15)

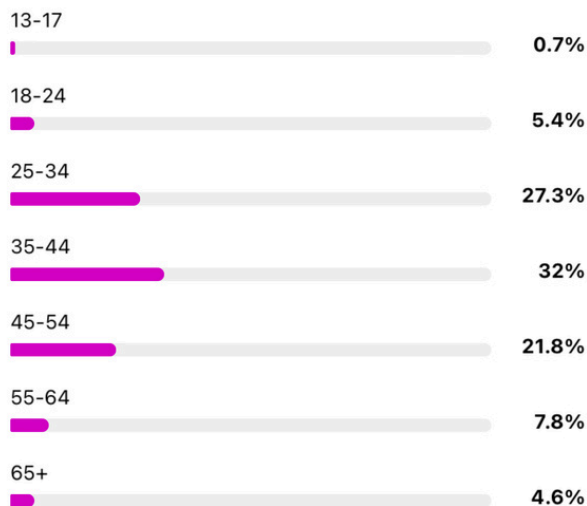
- Website Visits
  - 93,765 (+10.7% increase from prior time period)
  - Specific Page Visits
    - 2024 Water Quality Report: 927 Page Views From Release to 08/15
    - Board Meeting Schedule: 703 Page Views From 07/15 - 08/15
    - Slow the Flow Page: 514 Page Views From 07/15 - 08/15

## EMAIL COMMUNICATION

- 4 Emails Sent
- 62.7% Open Rate
  - 9% Link Click Rate

## META SOCIAL MEDIA ENGAGEMENT (FACEBOOK AND INSTAGRAM)

- Total Impressions:
  - 65,483
- Total Profile Views
  - 552
- Total Website Clicks
  - 734
- New Follows
  - Instagram: +14 (128 total)
  - Facebook: +2 (35 total)



### Gender



# 2024 Water Quality Report

## Water Quality Report Addition - 2024

### Violation Summary:

- Issue: Failure to Inspect Storage Tank(s) and/or Failure to Correct Storage Tank Defects - F326
- Date of Violation: 2/28/23

### Cause of Violation:

- The violation was due to inappropriately plumbed floor drains that protruded into a storage tank at our interconnect pump station.
- These drains were originally installed according to the approved design.

### Correction Timeline:

- **Repairs Completed:** All appropriate repairs were completed as of 5/1/23.
- **Tank Status:** The storage tank in question was out of service at the time the violation was issued and remained out of service until repairs were completed.

### Communication with CDPHE:

- **Miscommunication:** A miscommunication between the district and the Colorado Department of Public Health and Environment (CDPHE) caused the violation to remain active.
- **Public Notices:** Despite the tank being out of service, CDPHE required the district to issue a public notice every three months until the repairs were completed.
- **Initial Public Notice:** A public notice regarding the violation was first sent out on 10/7/22.

### Steps Taken to Rectify the Situation:

- Ensured that all repairs were completed and inspected by 5/1/23.
- Continued communication with CDPHE to confirm compliance and resolve the violation.
- Issued the required public notices on a quarterly basis until the issue was resolved.

### Additional Information:

- This information has been included in the August Billing Insert for residents to keep them informed of the steps taken by the district.

# Neighborhood Service Shutdown

## **OVERVIEW:**

A planned water shutdown was scheduled for Friday, August 2nd, 2024, affecting residents off of Monarch Blvd, specifically within the red-marked area encompassing Stonemount Court and Stonedale Drive. The shutdown was necessary for connecting the new Monarch waterline to the existing infrastructure at Stonedale Drive and Briar Cliff Drive.

## **COMMUNICATION TO RESIDENTS:**

Residents were informed about the water shutdown through a multi-channel communication approach to ensure broad awareness and minimize disruption:

- **Emergency Website Banner:** An alert was placed on the community's website two days before the shutdown.
- **Social Media Posts:** Notices were posted on social media platforms two days before the scheduled shutdown, targeting local residents.
- **Email Updates:** A detailed email was sent to all residents in the affected area, explaining the situation, potential inconveniences, and what actions to take if issues arise post-shutdown.
- **Door Tagging:** Physical notices were placed on the doors of all affected houses, providing direct notification to residents.

## **POTENTIAL INCONVENIENCES:**

Residents were informed that they might experience discolored water when the water is turned back on. The discoloration could range from light yellow to, in rare cases, deep brown or red. There is also a possibility of temporary taste and odor differences in the water. Residents were assured that these changes do not indicate unsafe water; all safety standards are being met, and chlorine levels are being monitored.

## **POST-SHUTDOWN ACTIONS FOR RESIDENTS:**

Residents experiencing discolored water were advised to:

1. Run cold water faucets for 10 minutes.
2. If discoloration persists, wait approximately four hours and then run the cold water again for 15 minutes.
3. If the issue continues after the second flush, residents were instructed to contact the water department for further assistance or additional flushing in their area.

# Water Conservation Promotion

## OVERVIEW:

Partnered with Resource Central to promote the Slow the Flow program and encourage sign-ups. We also created and ordered yard signs located here at the District Office for all participating residents to place in their yards that are apart of the program.

## COMMUNICATION TO RESIDENTS:

- o Connection Ad
- o Email Campaign
- o Billing Insert Information
- o Social Media Ad

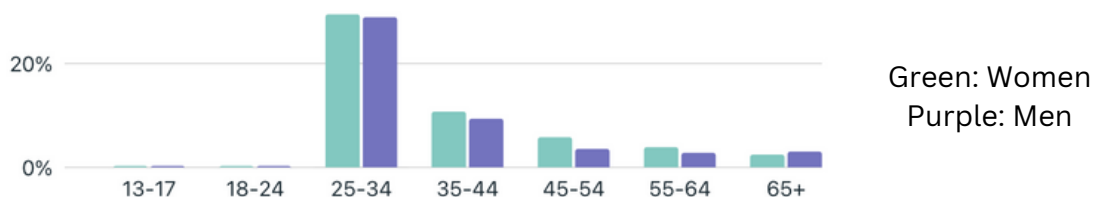
## RESULTS:

- o Slow the Flow information page saw a 175% increase in page views this past month.
- o Email campaign achieved a 59% open rate.

### Performance

Link clicks	199	Reach	11,844
		Cost per Link Click	\$1.06

### Activity



- o We are coordinating with Resource Central this week to understand the results they are seeing in sign-ups.
- o Looking to this next week, we have one additional marketing video being distributed to promote the Slow the Flow Program.

# August Community Events

## OVERVIEW:

In August, CPNMD participated in two Chamber community events: Vino in the Village and Party in the Park. These events provided an excellent platform for community engagement and outreach, helping to strengthen our relationship with residents and promote awareness of CPNMD services.

## EVENT OUTREACH:

### Vino in the Village:

- Water Buggy Cart Presence: Our Water Buggy Cart was a key attraction at Vino in the Village, drawing interest from attendees and offering a unique way to engage with the community.

### Party in the Park:

- At Party in the Park, our Water Buggy Cart continued to be a highlight. Alongside it, we introduced a fun and interactive corn-hole game, encouraging residents to participate and win CPNMD-branded water bottles. This activity was well-received, with residents expressing enthusiasm for collecting our water bottles throughout the year. Their feedback highlighted the practical use of the water bottles in conjunction with the Water Buggy Cart.
- Outreach Efforts: We distributed CPNMD Contact Fridge Magnets to all attendees, providing them with an easy reference for contacting us with any questions or issues related to their water service. This proactive approach ensures residents have the necessary resources to reach out when needed.

## KEY TAKEAWAYS:

- Residents engaged with us by asking various interest-based questions, reflecting their curiosity about water services. This engagement provided valuable insights into the type of information residents are seeking.
- Based on the interactions and feedback, we identified an opportunity to create a "Things You Should Know About Your Water District" guide. This educational resource will help residents understand the key aspects of their water district, empowering them with knowledge and the right questions to ask, regardless of where they reside in the future.

# August Billing Insert

## SLOW THE FLOW SPRINKLER EVALUATIONS

### When was the last time your sprinkler system had a check-up?

Through a partnership with Resource Central, we are offering a limited number of evaluations that will include:

- ✓ A visual inspection to check for problems that waste your water
- ✓ Minor adjustments to sprinkler heads
- ✓ Efficiency tests to see how much and how evenly your sprinklers are watering
- ✓ A customized watering schedule that could help save 5,000 gallons of water per year



### SIGN UP AND SAVE!

Scan the code to the left or visit  
<https://www.cpnmd.org/slow-the-flow-sprinkler-evaluations>  
to learn more!

## HAVE YOU SEEN THE 2024 WATER QUALITY REPORT?

Please view the 2024 Water Quality Report at:

<https://www.cpnmd.org/2024-water-quality-report>

Or, Scan the QR Code!



Physical copies will also be available for pickup at the CPNMD District Office located at 7404 Yorkshire Drive Castle Pines, CO 80108

If you have any questions please feel free to call our office at 303-688-8550, or you can fill out our online water quality contact form.

Castle Pines North Metropolitan District  
7404 Yorkshire Dr, Castle Pines CO 80108 • (303)-688-8550 • [www.cpnmd.org](http://www.cpnmd.org)

# August Billing Insert

## IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER

### Castle Pines North Metropolitan District Had the following Violations Identified During a Drinking Water Inspection

Our water system recently violated a drinking water requirement. Although this situation is not an emergency, as our customers you have a right to know what happened, what you should do, and what we are doing to correct this situation. A routine drinking water inspection conducted on 4/29/22 by the state drinking water program identified the following violations that may pose a risk to public health.

Identified Violation	Date Correction is Required	Steps We Are Taking
FAILURE TO INSPECT STORAGE TANK(S) AND/OR FAILURE TO CORRECT STORAGE TANK DEFECTS - F326	2/28/23	<p>This violation was caused by inappropriately plumbed floor drains that protruded into a tank at our interconnect pump station. These drains were installed per the original approved design, and all appropriate repairs have been completed since 5/1/23.</p> <p>Additionally, this violation has continued to be active due to a miscommunication between our district and CDPHE. While the storage tank in question was out of service at the time that the violation was issued and remained so until the proper repairs were completed, and a public notice was sent out on 10/7/22 following that violation, CDPHE required the district to distribute a public notice every three months until the repairs had been completed.</p>

### Additional Violation Information

Inadequately treated or inadequately protected water may contain disease-causing organisms. These organisms can cause symptoms such as diarrhea, nausea, cramps, and associated headaches. Failure to perform the required start-up procedures prior to serving water to the public has the potential to distribute contaminated water. When our system shuts down operation, the lack of pressure in our pipes can allow the entry of bacteria and other disease-causing microorganisms into the drinking water. By performing start-up procedures such as flushing the pipes, disinfecting the water, and collecting a coliform bacteria sample before we open, we can be sure that we are providing you with safe water. Inadequately maintained storage tanks, identified through inspections, may allow contaminants or disease-causing organisms to enter the drinking water, which can cause diarrhea, nausea, cramps, and associated headaches. Uncontrolled cross connections can lead to a back pressure or siphonage event that may allow contaminants or disease-causing organisms to enter the drinking water, which can cause diarrhea, nausea, cramps, and associated headaches. We also failed to notify you of the violation/situation in a timely manner.

#### What does this mean? What should I do?

There is nothing you need to do at this time. If a situation arises where the water is no longer safe to drink, you will be notified within 24 hours. We resolved the problem by 5/1/23. For more information, please contact NATHAN TRAVIS at NATHAN@CPNMD.ORG or 303-688-8550, or 7404 YORKSHIRE DR. CASTLE PINES, CO 80108. \*Please share this information with all the other people who drink this water, especially those who may not have received this notice directly (for example, people in apartments, nursing homes, schools, and businesses). You can do this by posting this notice in a public place or distributing copies by hand or mail.\* This notice is being sent to you by: CASTLE PINES NORTH METRO DISTRICT - CO0118006 | Date distributed: 8/2/24

# August Connection Ad



## Savoring a Wonderful Summer in Castle Pines

As we step into September, it's easy to think summer is winding down. But here in Castle Pines, we know better—our warm, sunny days often stretch well into the fall. With that in mind, we want to remind everyone of the importance of our ongoing Slow the Flow initiative.

We also want to extend a thank you to everyone who joined us at the Chamber Community Events this past August and enjoyed the CPNMD Water Cart! It was wonderful to connect with so many of you at Party in the Park and answer your questions about our district, water quality, and our other initiatives. Your engagement and enthusiasm for our community make events like these so special.



**SLOW THE FLOW SPRINKLER EVALUATIONS**

When was the last time your sprinkler system had a check-up?

These audits are available to both residential & non-single family customers (Commercial, HOA, etc..)

Through a partnership with Resource Central, we're offering a limited number of evaluations that will include:

- ✔ A visual inspection to check for problems that waste your water
- ✔ Minor adjustments to sprinkler heads
- ✔ Efficiency tests to understand how evenly your sprinklers are watering
- ✔ Customized watering schedule that could help save 5,000 gallons of water per year

**RESOURCE central**  
RESOURCES AND SOLUTIONS




**SIGN UP AND SAVE!**  
 Scan the code above or visit  
<https://www.cpnmd.org/interior/how-sprinkler-evaluations-to-learn-more/>



# Slow the Flow Email

Conservation Programs www.cpnmd.org

**CASTLE PINES NORTH**  
METROPOLITAN DISTRICT

**JOIN THE CPNMD SLOW THE FLOW!**

**When was the last time your sprinkler system had a check-up? Through this one simple step, you can save money on your water bill each month!**

**Sign-up For A FREE Sprinkler Evaluation with Resource Central!**

**These audits are available to both residential & non-single family customers (Commercial, HOA, etc..)**

**EACH EVALUATION WILL INCLUDE**

- A VISUAL INSPECTION TO CHECK FOR PROBLEMS THAT WASTE YOUR WATER**
- MINOR ADJUSTMENTS TO SPRINKLER HEADS**
- EFFICIENCY TESTS TO SEE HOW MUCH AND HOW EVENLY YOUR SPRINKLERS ARE WATERING**
- A CUSTOMIZED WATERING SCHEDULE THAT COULD HELP SAVE 5,000 GALLONS OF WATER PER YEAR**

**INTERESTED IN LEARNING MORE?  
SIGN UP HERE!**

**Castle Pines North Metropolitan District**  
7404 Yorkshire Dr, Castle Pines CO 80108 • (303) 688-8550 • [www.cpnmd.org](http://www.cpnmd.org)

# Service Disruption Email



## SERVICE NOTICE

### WATER SHUTDOWN

**WHEN**  
FRIDAY, AUGUST 2ND, 2024

**WHERE**  
STONEMOUNT COURT  
AND STONEDALE DRIVE  
*Houses within the red area will be affected.*

**WHY**  
CREWS WILL BE  
CONNECTING THE NEW  
MONARCH WATERLINE TO  
THE EXISTING LINES AT  
STONEDALE DRIVE  
AND BRIAR CLIFF DRIVE



## MORE INFORMATION

### 08/02 WATER SHUTDOWN

#### INCONVENIENCES? WHAT CAN I POTENTIALLY EXPECT?

You **MAY** experience discolored water when during the water back on. This can be on wide spectrum, from a light yellow and in rare more extreme cases a deep brown or red coloration may be present.

Less likely, but certainly possible are taste and odor differences in the water. These are not indicators of un-safe water. We check Chlorine levels at every hydrant to ensure that we are well within our operational standards, and all state and federal guidelines.

#### MY WATER IS BROWN AFTER IT TURNED BACK ON! IS IT SAFE? WHAT DO I DO?

YES! Your water does remain safe for consumption. Iron is a non-regulated (tier 2) contaminant, there are no known negative health side-effects. It can affect the aesthetic qualities of your drinking water (taste, color, odor).  
It is safe.

However, we understand that it is not appealing!  
We ask that you take the following steps:

*Run your COLD water faucets for 10 minutes.  
If it clears up great! If not proceed to step 2.*

*Wait 4(ish) hours. Repeat the process of running your cold water, this time for 15 minutes.*

If after the second flush the brown water persists, give us a call (303-688-8550) or submit an email through our "water quality" form in the contact us section of our website. We will provide further information, and if necessary dispatch a crew to do additional flushing in your area!

Questions? Contact 303-688-8550

[CLICK HERE FOR MORE INFORMATION](#)

# All Graphics/Videos Shared



castlepinesnorthmetrodistrict Recently, our Board Members toured the Water Treatment Plant (WTP). KJ and the District have been working together to upgrade and rehabilitate the six media filters at the WTP to operate more efficiently.

This includes upgrading the media types within the filters and replacing the equipment within each filter with more modern technology. These improvements are crucial to ensure the continued provision of high-quality water to our community.

For more information on our Capital Projects, click <https://www.cpnmd.org/capital-projects-see-what-we-re-working-on>

Need to contact us with a question or comment? [↓](#)

Main Phone Number: 303-688-8550

Office Address:  
Castle Pines North Metro District  
7404 Yorkshire Drive  
Castle Pines, CO 80108

Hours of Operation:  
Open 8:00 AM to 4:30 PM, Monday - Friday

# All Graphics/Videos Shared



The graphic features a green triangle with a white exclamation mark inside, set against a light gray background. Below the triangle, the text "SERVICE NOTICE" is written in a large, dark green serif font, and "WATER SHUTDOWN" is written in a smaller, bold, dark green sans-serif font. To the left of a map, there are three sections: "WHEN" with the date and time, "WHERE" with the street names and a note about affected houses, and "WHY" with a description of the work. The map on the right shows a residential area with streets labeled Monarch Blvd, Stonedale Dr, Stonemont Ct, and Stonemont Dr. A red outline highlights a specific area on Stonedale Drive and Stonemont Court. A green area is also visible on the left side of the map.

**WHEN**  
FRIDAY, AUGUST 2ND, 2024  
10:00AM - 6:00PM

**WHERE**  
STONEMOUNT COURT  
AND STONEDALE DRIVE  
Houses within the red area will be affected.

**WHY**  
CREWS WILL BE  
CONNECTING THE NEW  
MONARCH WATERLINE TO  
THE EXISTING LINES AT  
STONEDALE DRIVE  
AND BRIAR CLIFF DRIVE



castlepinesnorthmetrodistrict ATTENTION! There will be a water shutdown on Friday, August 2nd, 2024 for residents residing on Stonemount Court and Stonedale Drive within the red outlined area.

Have a question or comment? [↓](#)

Main Phone Number: 303-688-8550

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7404 Yorkshire Drive  
Castle Pines, CO 80108

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#CastlePinesNorthMetroDistrict #ColoradoWater #CastlePines  
#CastlePinesCommunity #ColoradoWaterRights  
#Coloradocommunity #Waterdistrict #Coloradocommunity

# All Graphics/Videos Shared

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[#CastlePinesNorthMetroDistrict](#) [#ColoradoWater](#) [#CastlePines](#)  
[#CastlePinesCommunity](#) [#ColoradoWaterRights](#)  
[#Coloradocommunity](#) [#Waterdistrict](#) [#Coloradocommunity](#)

# All Graphics/Videos Shared



**SLOW  
THE FLOW  
SPRINKLER  
EVALUATIONS**

**When was the last time your sprinkler system had a check-up?**

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CASTLE PINES NORTH  
METROPOLITAN DISTRICT

RESOURCE  
central  
CONSERVATION MADE EASY

**LEARN MORE AT**  
**[WWW.CPNMD.ORG/SLOW-THE-FLOW-SPRINKLER-EVALUATIONS](http://WWW.CPNMD.ORG/SLOW-THE-FLOW-SPRINKLER-EVALUATIONS)**



castlepinesnorthmetrodistrict Did you know? You can save money each month on your water bill by signing up for this one simple program!

Sign up now for a FREE sprinkler evaluation through our partnership with Resource Central.

Whether you're a homeowner, part of an HOA, or manage a commercial property, these limited evaluations include:

- 🔍 Visual inspection to spot water-wasting issues
- 🔧 Minor adjustments to sprinkler heads
- 💧 Efficiency tests to measure water usage and distribution
- 📅 A customized watering schedule that could save you 5,000 gallons of water annually!

Inspections are first come, first served, and have already started!

Don't miss out! Visit Slow the Flow Resource Central to secure your spot today.

For more details, visit <https://resourcecentral.org/sprinklers/>

# All Graphics/Videos Shared

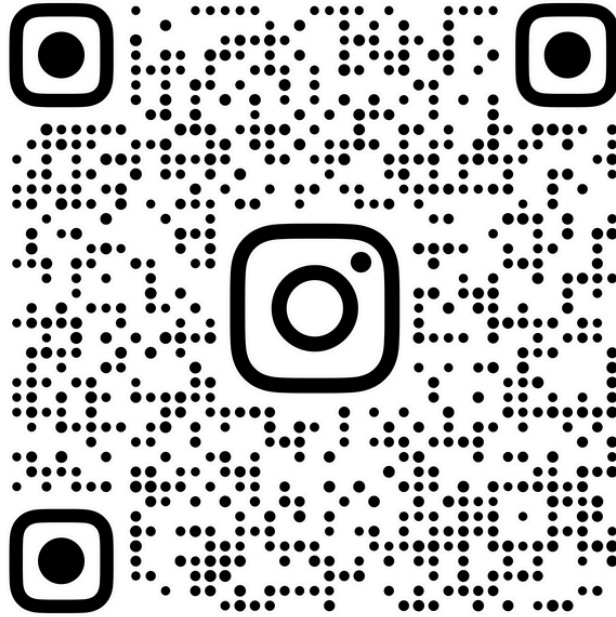


We extend our sincere thanks to everyone who attended the Chamber Community Events this past August and engaged with the CPNMD Water Cart.

It was a pleasure connecting with so many of you at Party in the Park and discussing our district, water quality, and various initiatives. Your active participation and enthusiasm greatly contribute to the success of our community events.

#CastlePinesNorthMetroDistrict #ColoradoWater #CastlePines #CastlePinesCommunity  
#ColoradoWaterRights #Coloradocommunity #Waterdistrict #wastewatertreatmentplant

# All Graphics/Videos Shared







## REEL SHARED ON AUG 5, 2024 BY CASTLEPINESNORTHMETRODISTRICT



castlepinesnorthmetrodistrict Join us for Party in the Park!

Get ready for an evening of live music, delicious food, refreshing drinks, kids' activities, vendor booths, and so much more!

 Date: August 10  
 Time: 5:00 PM - 9:00 PM  
 Location: Elk Ridge Park

 Stay hydrated and keep an eye out for our CPNMD Water Cart!

If you want the CPNMD Water Cart at your community, HOA, or non-profit event, give us a call at 303-688-8550 or fill out the form here.

See you there! 🌟👋



**CASTLE PINES NORTH METROPOLITAN DISTRICT  
2023 AMENDED BUDGET  
GENERAL FUND**

	Budget Amounts	
	Adopted	Amended
<b>REVENUES</b>		
Property taxes	\$ 3,308,191	\$ 3,308,191
Specific ownership taxes	264,655	307,000
Conservation trust fund	46,000	74,000
Interest	25,200	8,000
Farm land revenue	-	34,000
Oil royalty	35,000	21,000
Miscellaneous	25,000	2,000
Lease income	75,000	70,000
<b>TOTAL REVENUES</b>	<b>3,779,046</b>	<b>3,824,191</b>
<b>EXPENDITURES</b>		
<b>General Government</b>		
Salaries	440,000	135,000
Employee benefits	174,330	47,000
Accounting, audit and legal	379,000	89,000
Other professional services	134,500	24,000
Utilities	44,500	13,500
Insurance	52,000	-
County treasurer fees	49,623	49,623
Memberships, training and subscriptions	13,200	2,500
Other office expenses	43,000	17,500
Repairs and maintenance	65,500	13,000
<b>Total General Government</b>	<b>1,395,653</b>	<b>391,123</b>
<b>Parks and open space</b>		
Landscape maintenance	345,000	80,500
Landscape supplies	16,000	3,000
Repairs and maintenance	630,000	87,000
Utilities	495,000	76,000
Park services	31,000	17,500
<b>Total Parks and Open Space</b>	<b>1,517,000</b>	<b>264,000</b>
<b>Capital Outlay</b>	<b>3,201,200</b>	<b>500,000</b>
<b>TOTAL EXPENDITURES</b>	<b>6,113,853</b>	<b>1,155,123</b>
<b>EXCESS OF EXPENDITURES OVER REVENUES</b>	<b>(2,334,807)</b>	<b>2,669,068</b>
<b>OTHER FINANCING USES</b>		
Transfers to other funds	-	(650,000)
Conveyance to other government	-	(10,340,000)
<b>TOTAL OTHER FINANCING USES</b>	<b>-</b>	<b>(10,990,000)</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(2,334,807)</b>	<b>(8,320,932)</b>
<b>BEGINNING FUND BALANCE</b>	<b>7,028,870</b>	<b>8,320,932</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 4,694,063</b>	<b>\$ -</b>

**CASTLE PINES NORTH METROPOLITAN DISTRICT  
2023 AMENDED BUDGET  
STORM DRAINAGE FUND**

	Budget Amounts	
	Adopted	Amended
<b>REVENUES</b>		
Storm Drainage Charges	\$ 255,000	\$ 35,000
Interest	5,000	15,000
<b>TOTAL REVENUES</b>	<b>260,000</b>	<b>50,000</b>
<b>EXPENDITURES</b>		
General Overhead	39,500	7,500
Salaries, Wages and Pension	14,000	4,500
Employee Benefits and Taxes	9,000	1,300
Engineering	30,000	-
Repairs and Maintenance	1,500	-
Equipment, Supplies and Other Expenses	1,500	-
Conveyance to other government	-	1,400,500
<b>TOTAL EXPENDITURES</b>	<b>95,500</b>	<b>1,413,800</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>164,500</b>	<b>(1,363,800)</b>
<b>BEGINNING FUND BALANCE</b>	<b>1,282,297</b>	<b>1,363,800</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 1,446,797</b>	<b>\$ -</b>

**Board of Directors  
Castle Pines North Metropolitan District**

**RESOLUTION AMENDING 2023 BUDGET**

Reso. No. 2024-09-01

The Board of Directors of the Castle Pines North Metropolitan District held a regular meeting on Monday, August 26, 2024 at 6:00 p.m., at 7404 Yorkshire Drive, Castle Pines, Colorado, 80108, at which time the Directors were presented with a proposed amendment to the 2023 budget. A opened Public Hearing was opened at 7 p.m. to receive comments.

One comment was received noting that insufficient time had been provided for the public to review the proposed amendment. The Public Hearing was therefore continued to the District Board meeting, Monday, September 23, 2024 at 6:00 p.m. and a draft of this Resolution was posted on the District website with a solicitation requesting comments by September 15, 2024.

All public comments were received and reviewed and this Resolution was adopted.

WHEREAS, the Board of Directors of the Castle Pines North Metropolitan District appropriated funds for the fiscal year 2023 as follows:

<b>General Fund Exp.:</b>	\$ 6,113,853.00
<b>Stormwater Enterprise Fund Oper.:</b>	\$ 95,500.00

WHEREAS, the District entered into Intergovernmental Agreements with the City of Castle Pines under which the City assumed responsibility and ownership of District assets and funds related to Parks and Recreation and Storm Drainage and agreed to transfer funds and assets to the City in a manner that provided continuity of funding and services during the transition period; and,

WHEREAS, the District transferred assets and funds to the City during 2023 that were not anticipated in the original budget which appear as additional expenditures and transfers by the District in excess of those appropriated for the fiscal year 2023:

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of the Castle Pines North Metropolitan District that the fiscal year 2023 is amended as follows:

<b>General Fund Exp.:</b>	\$ 12,145,123.00
<b>Stormwater Enterprise Fund Oper.:</b>	\$ 1,413,800.00

Castle Pines North Metropolitan District  
Reso. No. 2024-09-01 Amending Fiscal Year 2023 Budget  
September 23, 2024  
Page 2 of 2

The amended sums are appropriated as set forth herein.

ADOPTED THIS 23rd DAY OF SEPTEMBER, 2024.

**CASTLE PINES NORTH METROPOLITAN  
DISTRICT**

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By: Jason Blanckaert, President

ATTEST:

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By: Secretary

Approved as to Form:

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By: Kim J. Seter, Esq. Atty. No 14294

## CERTIFICATION

I, \_\_\_\_\_, hereby certify that I am a Director and the duly elected and qualified Secretary of the Castle Pines North Metropolitan District, and that the foregoing constitutes a true and correct copy of the Resolution Amending the 2023 Budget of the Board of Directors of said District, adopted at a regular meeting of the Board of Directors of the Castle Pines North Metropolitan District held on September 23, 2024, at 7404 Yorkshire Drive, Castle Pines, Colorado, 80108, as recorded in the official record of the proceedings of the District, insofar as said proceedings relate to the public hearing to amend the budget for fiscal year 2023; that said proceedings were duly had and taken and that the meeting was duly held.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 23rd day of September, 2024.

\_\_\_\_\_  
Secretary

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**CASTLE PINES NORTH  
METROPOLITAN DISTRICT  
FINANCIAL STATEMENTS  
DECEMBER 31, 2023**

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**Open Items:**

- Pending requests on engagement organizer, if any
- Subsequent events
- Representation letter
- Report date

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## **Independent Auditors' Report**

Board of Directors  
Castle Pines North Metropolitan District  
Castle Pines, Colorado

### **Report On The Financial Statements**

#### ***Opinions***

We have audited the accompanying financial statements of the governmental activities, the business-type activities and each major fund of Castle Pines North Metropolitan District (the District), as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities and each major fund of the District as of December 31, 2023, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis For Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditors' Responsibilities For The Audit Of The Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Responsibilities Of Management For The Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for 12 months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

***Auditors' Responsibilities For The Audit Of The Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with auditing standards generally accepted in the United States of America, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings and certain internal control-related matters that we identified during the audit.

***Report On Summarized Comparative Information***

We have previously audited the District's 2022 financial statements, and we expressed unmodified audit opinions on those audited financial statements in our report dated January 23, 2024. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2022 is consistent in all material respects, with the audited financial statements from which it has been derived.

***Required Supplementary Information***

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, which considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Accounting principles generally accepted in the United States of America require that the budgetary comparison information for the General Fund on page 44, the schedule of the District's proportionate share of the net pension liability - cost-sharing defined benefit plans on page 45 and the schedule of the District's contributions - cost-sharing defined benefit plans on page 46 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board which considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Supplementary Information***

Our audit was conducted for forming opinions on the financial statements that collectively comprise the District's basic financial statements. The individual fund financial schedules on pages 47 through 48 are presented for purposes of additional analysis and are not required parts of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the individual fund financial schedules are fairly stated in all material respects in relation to the financial statements as a whole.

**DATE, 2024**

# CASTLE PINES NORTH METROPOLITAN DISTRICT

## STATEMENT OF NET POSITION

December 31, 2023

(With Comparative Totals For December 31, 2022)

	Governmental Activities	Business-Type Activities	2023 Total	2022 Total
<b>Assets</b>				
Cash and cash equivalents	\$ 1,428,941	\$ 49,755,615	\$ 51,184,556	\$ 60,231,248
Cash and cash equivalents - restricted	—	—	—	419,370
Property taxes receivable	—	973,360	973,360	3,308,191
Accounts receivable - services	—	585,017	585,017	731,095
Prepaid items	—	—	—	32,082
Capital assets, not being depreciated	59,209,386	1,343,531	60,552,917	59,687,242
Capital assets, net of accumulated depreciation	1,856,815	64,229,419	66,086,234	63,903,184
Net pension asset	—	—	—	62,656
<b>Total Assets</b>	<b>62,495,142</b>	<b>116,886,942</b>	<b>179,382,084</b>	<b>188,375,068</b>
<b>Deferred Outflows Of Resources</b>				
Deferred outflows relating to pensions	87,829	196,490	284,319	86,331
<b>Total Deferred Outflows Of Resources</b>	<b>87,829</b>	<b>196,490</b>	<b>284,319</b>	<b>86,331</b>
<b>Liabilities</b>				
Accounts payable	—	712,635	712,635	499,963
Due to other government	1,428,941	24,377	1,453,318	—
Accrued compensated absences	—	28,695	28,695	60,593
Long-term debt payable - less than one year	—	255,000	255,000	250,000
Long-term debt payable - greater than one year	—	2,689,750	2,689,750	2,944,750
Net pension liability	174,318	389,980	564,298	—
<b>Total Liabilities</b>	<b>1,603,259</b>	<b>4,100,437</b>	<b>5,703,696</b>	<b>3,755,306</b>
<b>Deferred Inflows Of Resources</b>				
Deferred property taxes	—	973,360	973,360	3,308,191
Deferred inflows of resources relating to pensions	23,687	52,993	76,680	636,834
<b>Total Deferred Inflows Of Resources</b>	<b>23,687</b>	<b>1,026,353</b>	<b>1,050,040</b>	<b>3,945,025</b>
<b>Net Position</b>				
Net investment in capital assets	61,066,201	62,628,200	123,694,401	120,395,676
Restricted for:				
Emergency reserve	—	112,512	112,512	116,356
Conservation Trust Fund	—	—	—	419,370
Unrestricted	(110,176)	49,215,930	49,105,754	59,829,666
<b>Total Net Position</b>	<b>\$ 60,956,025</b>	<b>\$ 111,956,642</b>	<b>\$ 172,912,667</b>	<b>\$ 180,761,068</b>

# CASTLE PINES NORTH METROPOLITAN DISTRICT

## STATEMENT OF ACTIVITIES

For The Year Ended December 31, 2023

(With Comparative Totals For The Year Ended December 31, 2022)

Functions/Programs	Program Revenues			Net (Expense) Revenue And Changes In Net Position		2023 Total	2022 Total
	Total Expenses	Charges For Services	Operating Grants And Contributions	Capital Grants And Contributions	Governmental Activities		
<b>Governmental Activities</b>							
General government	\$ 363,240	\$ 126,687	\$ —	\$ —	\$ (236,553)	\$ (236,553)	\$ (879,919)
Parks and open space	262,742	—	74,294	—	(188,448)	(188,448)	(993,940)
Conveyance to other government	11,269,406	—	—	—	(11,269,406)	(11,269,406)	—
Interest and related costs on long-term debt	—	—	—	—	—	—	40,710
<b>Total Governmental Activities</b>	<b>11,895,388</b>	<b>126,687</b>	<b>74,294</b>	<b>—</b>	<b>(11,694,407)</b>	<b>(11,694,407)</b>	<b>(1,833,149)</b>
<b>Business-Type Activities</b>							
Water	6,646,750	4,263,963	—	1,743,638	—	(639,149)	9,070,909
Wastewater	2,746,546	2,425,344	—	—	—	(321,202)	1,476,502
Storm drainage	1,397,497	35,439	—	—	—	(1,362,058)	197,872
<b>Total Business-Type Activities</b>	<b>10,790,793</b>	<b>6,724,746</b>	<b>—</b>	<b>1,743,638</b>	<b>(2,322,409)</b>	<b>(2,322,409)</b>	<b>10,745,283</b>
<b>Total</b>	<b>\$ 22,686,181</b>	<b>\$ 6,851,433</b>	<b>\$ 74,294</b>	<b>\$ 1,743,638</b>	<b>(11,694,407)</b>	<b>(14,016,816)</b>	<b>8,912,134</b>
<b>General Revenues</b>							
Taxes:							
Property taxes					3,305,666	3,305,666	3,320,757
Specific ownership taxes					307,359	307,359	293,970
Miscellaneous income					2,017	21,296	66,405
Earnings on investments					8,679	2,547,536	630,478
Gain on sale of water rights					—	—	10,116,744
Loss on disposal of assets					(8,500)	(13,442)	9,106
Transfers					(650,000)	650,000	—
<b>Total General Revenues</b>					<b>2,965,221</b>	<b>3,203,194</b>	<b>14,437,460</b>
<b>Changes In Net Position</b>					<b>(8,729,186)</b>	<b>(7,848,401)</b>	<b>23,349,594</b>
<b>Net Position At Beginning Of Year</b>					<b>69,685,211</b>	<b>111,075,857</b>	<b>157,411,474</b>
<b>Net Position At End Of Year</b>					<b>\$ 60,956,025</b>	<b>\$ 111,956,642</b>	<b>\$ 180,761,068</b>

See the notes to financial statements.

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**CASTLE PINES NORTH METROPOLITAN DISTRICT****BALANCE SHEET - GOVERNMENTAL FUNDS****December 31, 2023****(With Comparative Totals For December 31, 2022)**

	<b>General</b>	<b>2023 Total</b>	<b>2022 Total</b>
<b>Assets</b>			
Cash and cash equivalents	\$ 1,428,941	\$ 1,428,941	\$ 8,018,960
Cash and cash equivalents - restricted	—	—	419,370
Property taxes receivable	—	—	3,308,191
Prepaid items	—	—	27,511
<b>Total Assets</b>	<b>\$ 1,428,941</b>	<b>\$ 1,428,941</b>	<b>\$ 11,774,032</b>
<b>Liabilities</b>			
Accounts payable	\$ —	\$ —	\$ 196,981
Due to other government	1,428,941	1,428,941	—
<b>Total Liabilities</b>	<b>1,428,941</b>	<b>1,428,941</b>	<b>196,981</b>
<b>Deferred Inflows Of Resources</b>			
Deferred property taxes	—	—	3,308,191
<b>Fund Balances</b>			
Nonspendable:			
Prepaid items	—	—	27,511
Restricted for:			
Emergency reserve	—	—	116,356
Conservation Trust Fund	—	—	419,370
Unassigned	—	—	7,705,623
<b>Total Fund Balance</b>	<b>—</b>	<b>—</b>	<b>8,268,860</b>
<b>Total Liabilities, Deferred Inflows Of Resources And Fund Balances</b>	<b>\$ 1,428,941</b>	<b>\$ 1,428,941</b>	<b>\$ 11,774,032</b>

**CASTLE PINES NORTH METROPOLITAN DISTRICT**  
**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET**  
**WITH THE GOVERNMENT-WIDE STATEMENT OF NET POSITION**  
**December 31, 2023**  
**(With Comparative Totals For December 31, 2022)**

		<u>2023</u>	<u>2022</u>
Amounts reported for governmental activities in the statement of net position are different because:			
Total fund balance - governmental funds	\$	—	\$ 8,268,860
Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the fund financial statements.			
Capital assets	\$ 64,746,568		
Accumulated depreciation	<u>(3,680,367)</u>	61,066,201	61,684,017
Long-term liabilities are not due and payable in the current period and, therefore, are not reported as liabilities in the fund financial statements.			
Accrued compensated absences		—	(41,444)
Net pension liability and related deferred inflows and deferred outflows of resources are not current financial resources and, therefore, are not reported in the fund financial statements.			
Net pension liability	(174,318)		
Deferred outflows of resources relating to pensions	87,829		
Deferred inflows of resources relating to pensions	<u>(23,687)</u>	(110,176)	(226,222)
<b>Total Net Position - Governmental Activities</b>	<b>\$</b>	<b>60,956,025</b>	<b>\$ 69,685,211</b>



**CASTLE PINES NORTH METROPOLITAN DISTRICT**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES**  
**IN FUND BALANCES - GOVERNMENTAL FUNDS**  
**For The Year Ended December 31, 2023**  
**(With Comparative Totals For The Year Ended December 31, 2022)**

	General	2023 Total	2022 Total
<b>Revenues</b>			
Property taxes	\$ 3,305,666	\$ 3,305,666	\$ 3,320,757
Specific ownership taxes	307,359	307,359	293,970
Conservation Trust Fund	74,294	74,294	48,663
Farm land revenue	34,600	34,600	22,872
Lease income	70,132	70,132	99,397
Oil royalty income	21,955	21,955	43,657
Earnings on investments	8,679	8,679	61,696
Miscellaneous income	2,017	2,017	36,203
<b>Total Revenues</b>	<b>3,824,702</b>	<b>3,824,702</b>	<b>3,927,215</b>
<b>Expenditures</b>			
Current:			
General government	388,304	388,304	1,143,244
Parks and open space	262,742	262,742	1,042,603
Capital outlay	458,611	458,611	315,225
Debt service:			
Principal	—	—	18,805,000
Interest and fees	—	—	330,381
<b>Total Expenditures</b>	<b>1,109,657</b>	<b>1,109,657</b>	<b>21,636,453</b>
<b>Excess (Deficiency) Of Revenues Over Expenditures</b>	<b>2,715,045</b>	<b>2,715,045</b>	<b>(17,709,238)</b>
<b>Other Financing Sources (Uses)</b>			
Transfers out/in, base rental	—	—	9,289,899
Proceeds on disposal of capital assets	—	—	9,229,364
Conveyance to other government	(10,333,905)	(10,333,905)	—
Transfers out, other	(650,000)	(650,000)	—
<b>Total Other Financing Sources (Uses)</b>	<b>(10,983,905)</b>	<b>(10,983,905)</b>	<b>18,519,263</b>
<b>Net Change In Fund Balances</b>	<b>(8,268,860)</b>	<b>(8,268,860)</b>	<b>810,025</b>
<b>Fund Balance - Beginning Of Year</b>	<b>8,268,860</b>	<b>8,268,860</b>	<b>7,458,835</b>
<b>Fund Balance - End Of Year</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 8,268,860</b>

**CASTLE PINES NORTH METROPOLITAN DISTRICT**

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**RECONCILIATION OF THE GOVERNMENTAL FUNDS  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES WITH THE  
GOVERNMENT-WIDE STATEMENT OF ACTIVITIES  
For The Year Ended December 31, 2023  
(With Comparative Totals For The Year Ended December 31, 2022)**

	<b>2023</b>	<b>2022</b>
Amounts reported for governmental activities in the statement of activities are different because:		
Net change in fund balances - governmental funds	\$ (8,268,860)	\$ 810,025
Capital outlay to purchase or build capital assets is reported in governmental funds as expenditures. However, for governmental activities, these costs are capitalized on the statement of net position and depreciated over their estimated useful lives as annual depreciation expense in the statement of activities.		
Capital outlay	\$ 458,611	
Net book value of capital assets disposed	(8,500)	
Depreciation expense	(132,426)	(3,927,892)
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.		
Conveyance to other government	(935,501)	
Change in compensated absences	41,444	363,098
Repayment of bond and COP principal are expenditures in the governmental funds but are shown as reductions in long-term liabilities in the statement of net position and do not affect the statement of activities.		— 18,805,000
Pension income relating to the District's defined benefit retirement plan is recognized on the statement of activities and, therefore, not included in the fund financial statements.		116,046 251,216
<b>Change In Net Position Of Governmental Activities</b>	<b>\$ (8,729,186)</b>	<b>\$ 16,301,447</b>

# CASTLE PINES NORTH METROPOLITAN DISTRICT

## STATEMENT OF NET POSITION - ENTERPRISE FUNDS

December 31, 2023

(With Comparative Totals For December 31, 2022)

	Water	Wastewater	Storm Drainage	2023 Total	2022 Total
<b>Assets</b>					
<b>Current Assets</b>					
Cash and cash equivalents	\$ 44,218,375	\$ 5,512,863	\$ 24,377	\$ 49,755,615	\$ 52,212,288
Accounts receivable - services	350,994	234,023	—	585,017	731,095
Property tax receivable	730,020	243,340	—	973,360	—
Prepaid expenses	—	—	—	—	4,571
<b>Total Current Assets</b>	<b>45,299,389</b>	<b>5,990,226</b>	<b>24,377</b>	<b>51,313,992</b>	<b>52,947,954</b>
<b>Capital Assets</b>					
Property, plant and equipment	74,808,627	18,078,616	—	92,887,243	87,604,892
Accumulated depreciation	(22,941,922)	(4,372,371)	—	(27,314,293)	(25,698,483)
<b>Total Capital Assets</b>	<b>51,866,705</b>	<b>13,706,245</b>	<b>—</b>	<b>65,572,950</b>	<b>61,906,409</b>
<b>Long-Term Assets</b>					
Net pension asset	—	—	—	—	33,602
<b>Total Assets</b>	<b>97,166,094</b>	<b>19,696,471</b>	<b>24,377</b>	<b>116,886,942</b>	<b>114,887,965</b>
<b>Deferred Outflows Of Resources</b>					
Deferred outflows of resources relating to pensions	126,898	69,592	—	196,490	46,298
<b>Liabilities</b>					
<b>Current Liabilities</b>					
Accounts payable	446,222	266,413	—	712,635	302,982
Due to other government	—	—	24,377	24,377	—
Long-term debt payable - less than one year	—	255,000	—	255,000	250,000
Accrued compensated absences	18,652	10,043	—	28,695	19,149
<b>Total Current Liabilities</b>	<b>464,874</b>	<b>531,456</b>	<b>24,377</b>	<b>1,020,707</b>	<b>572,131</b>
<b>Long-Term Liabilities</b>					
Net pension liability	251,858	138,122	—	389,980	—
Long-term debt payable - greater than one year	—	2,689,750	—	2,689,750	2,944,750
<b>Total Long-Term Liabilities</b>	<b>251,858</b>	<b>2,827,872</b>	<b>—</b>	<b>3,079,730</b>	<b>2,944,750</b>
<b>Total Liabilities</b>	<b>716,732</b>	<b>3,359,328</b>	<b>24,377</b>	<b>4,100,437</b>	<b>3,516,881</b>
<b>Deferred Inflows Of Resources</b>					
Deferred property taxes	730,020	243,340	—	973,360	—
Deferred inflows of resources relating to pensions	34,224	18,769	—	52,993	341,525
<b>Total Deferred Inflows Of Resources</b>	<b>764,244</b>	<b>262,109</b>	<b>—</b>	<b>1,026,353</b>	<b>341,525</b>
<b>Net Position</b>					
Net investment in capital assets	51,866,705	10,761,495	—	62,628,200	58,711,659
Restricted for:					
Emergency reserve	73,133	39,379	—	112,512	—
Unrestricted	43,872,178	5,343,752	—	49,215,930	52,364,198
<b>Total Net Position</b>	<b>\$ 95,812,016</b>	<b>\$ 16,144,626</b>	<b>\$ —</b>	<b>\$ 111,956,642</b>	<b>\$ 111,075,857</b>

# CASTLE PINES NORTH METROPOLITAN DISTRICT

## STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION - ENTERPRISE FUNDS

For The Year Ended December 31, 2023

(With Comparative Totals For The Year Ended December 31, 2022)

Page 1 Of 2

	Water	Wastewater	Storm Drainage	2023 Total	2022 Total
<b>Operating Revenues</b>					
Water charges	\$ 3,975,638	\$ —	\$ —	\$ 3,975,638	\$ 10,515,268
Wastewater charges	—	2,425,344	—	2,425,344	3,782,528
Storm drainage charges	—	—	35,439	35,439	252,000
<b>Total Operating Revenues</b>	<b>3,975,638</b>	<b>2,425,344</b>	<b>35,439</b>	<b>6,436,421</b>	<b>14,549,796</b>
<b>Operating Expenses</b>					
<b>Water Operations</b>					
General overhead	959,311	—	—	959,311	378,089
Salaries and wages	195,792	—	—	195,792	178,367
Employee benefits and taxes	79,667	—	—	79,667	12,427
Memberships, training and subscriptions	12,020	—	—	12,020	8,956
Engineering	340,914	—	—	340,914	336,015
Repairs and maintenance	2,584,613	—	—	2,584,613	3,222,167
Utilities	892,854	—	—	892,854	916,082
Equipment and supplies	187,382	—	—	187,382	169,159
Treatment costs	7,080	—	—	7,080	8,023
Water rebates	8,250	—	—	8,250	—
Other projects	158,996	—	—	158,996	13,331
<b>Total Water Operations</b>	<b>5,426,879</b>	<b>—</b>	<b>—</b>	<b>5,426,879</b>	<b>5,242,616</b>
<b>Wastewater Operations</b>					
General overhead	—	603,181	—	603,181	242,118
Salaries and wages	—	107,335	—	107,335	170,636
Employee benefits, taxes and pension credit	—	(86)	—	(86)	16,274
Memberships, training and subscriptions	—	8,634	—	8,634	4,448
Engineering	—	174,669	—	174,669	210,794
Repairs and maintenance	—	476,358	—	476,358	340,309
Utilities	—	98,719	—	98,719	103,481
Equipment and supplies	—	20,975	—	20,975	14,148
Treatment costs	—	730,926	—	730,926	677,254
<b>Total Wastewater Operations</b>	<b>—</b>	<b>2,220,711</b>	<b>—</b>	<b>2,220,711</b>	<b>1,779,462</b>
<b>Storm Drainage Operations</b>					
General overhead	—	—	7,165	7,165	29,419
Salaries, wages and pension credit	—	—	(11,352)	(11,352)	16,637
Employee benefits and taxes	—	—	1,332	1,332	6,704
Equipment and supplies	—	—	12	12	786
<b>Total Storm Drainage Operations</b>	<b>—</b>	<b>—</b>	<b>(2,843)</b>	<b>(2,843)</b>	<b>53,546</b>
<b>Total Operating Expenses</b>	<b>5,426,879</b>	<b>2,220,711</b>	<b>(2,843)</b>	<b>7,644,747</b>	<b>7,075,624</b>
<b>Operating Income (Loss) Before Depreciation</b>	<b>(1,451,241)</b>	<b>204,633</b>	<b>38,282</b>	<b>(1,208,326)</b>	<b>7,474,172</b>
<b>Depreciation</b>	<b>1,219,871</b>	<b>427,437</b>	<b>—</b>	<b>1,647,308</b>	<b>1,557,069</b>

**CASTLE PINES NORTH METROPOLITAN DISTRICT**  
**STATEMENT OF REVENUES, EXPENSES**  
**AND CHANGES IN NET POSITION - ENTERPRISE FUNDS**  
**For The Year Ended December 31, 2023**  
**(With Comparative Totals For The Year Ended December 31, 2022)**  
**Page 2 Of 2**

	Water	Wastewater	Storm Drainage	2023 Total	2022 Total
<b>Operating Income (Loss)</b>	\$ (2,671,112)	\$ (222,804)	\$ 38,282	\$ (2,855,634)	\$ 5,917,103
<b>Nonoperating Revenues (Expenses)</b>					
Earnings on investments	1,766,733	756,283	15,841	2,538,857	568,782
Interest expense	—	(98,398)	—	(98,398)	(105,794)
Reimbursable income	—	—	—	—	32,241
Miscellaneous revenues (expenses)	19,279	—	—	19,279	(2,039)
Gain on sale of water rights	—	—	—	—	4,984,673
Renewable water investment	288,325	—	—	288,325	3,219,340
Gain (loss) on disposal of assets	—	—	(4,942)	(4,942)	9,106
<b>Total Nonoperating Revenues</b>	<b>2,074,337</b>	<b>657,885</b>	<b>10,899</b>	<b>2,743,121</b>	<b>8,706,309</b>
<b>Income (Loss) Before Capital Contributions, Conveyances, And Transfers</b>	<b>(596,775)</b>	<b>435,081</b>	<b>49,181</b>	<b>(112,513)</b>	<b>14,623,412</b>
<b>Capital Contributions, Conveyances And Transfers</b>					
Capital improvement charges	1,743,638	—	—	1,743,638	1,714,634
Conveyance to other government	—	—	(1,400,340)	(1,400,340)	—
Transfers in	422,500	227,500	—	650,000	—
Transfers out	—	—	—	—	(9,289,899)
<b>Change In Net Position</b>	<b>1,569,363</b>	<b>662,581</b>	<b>(1,351,159)</b>	<b>880,785</b>	<b>7,048,147</b>
<b>Net Position At Beginning Of Year</b>	<b>94,242,653</b>	<b>15,482,045</b>	<b>1,351,159</b>	<b>111,075,857</b>	<b>104,027,710</b>
<b>Net Position At End Of Year</b>	<b>\$ 95,812,016</b>	<b>\$ 16,144,626</b>	<b>\$ —</b>	<b>\$ 111,956,642</b>	<b>\$ 111,075,857</b>

**CASTLE PINES NORTH METROPOLITAN DISTRICT**  
**STATEMENT OF CASH FLOWS - ENTERPRISE FUNDS**  
**For The Year Ended December 31, 2023**  
**(With Comparative Totals For The Year Ended December 31, 2022)**

	Water	Wastewater	Storm Drainage	2023 Total	2022 Total
<b>Cash Flows From Operating Activities</b>					
Receipts from customers and others	\$ 4,104,698	\$ 2,415,824	\$ 61,977	\$ 6,582,499	\$ 14,569,500
Payments to suppliers	(4,936,358)	(1,913,948)	(7,529)	(6,857,835)	(7,286,705)
Payments to employees	(231,422)	(137,923)	(8,939)	(378,284)	(472,450)
<b>Net Cash Flows Provided By (Used In) Operating Activities</b>	<b>(1,063,082)</b>	<b>363,953</b>	<b>45,509</b>	<b>(653,620)</b>	<b>6,810,345</b>
<b>Cash Flows From Noncapital Financing Activities</b>					
Miscellaneous revenue	19,279	—	—	19,279	30,202
Renewable water investment	288,325	—	—	288,325	3,219,340
<b>Net Cash Flows Provided By Noncapital Financing Activities</b>	<b>307,604</b>	<b>—</b>	<b>—</b>	<b>307,604</b>	<b>3,249,542</b>
<b>Cash Flows From Capital And Related Financing Activities</b>					
Capital contributions	1,743,638	—	—	1,743,638	1,714,634
Principal payments on loans	—	(250,000)	—	(250,000)	(240,250)
Interest paid on loans	—	(98,398)	—	(98,398)	(105,794)
Acquisition of capital assets	(4,277,123)	(1,041,669)	—	(5,318,792)	(5,453,447)
Proceeds on disposal of capital assets	—	—	—	—	8,987,886
Interfund transfer	422,500	227,500	—	650,000	(9,289,899)
Conveyance to other government	—	—	(1,375,963)	(1,375,963)	—
<b>Net Cash Flows Used In Capital And Related Financing Activities</b>	<b>(2,110,985)</b>	<b>(1,162,567)</b>	<b>(1,375,963)</b>	<b>(4,649,515)</b>	<b>(4,386,870)</b>
<b>Cash Flows Provided By Investing Activities</b>					
Earnings on investments	1,766,733	756,283	15,842	2,538,858	568,782
<b>Net Increase (Decrease) In Cash And Cash Equivalents</b>	<b>(1,099,730)</b>	<b>(42,331)</b>	<b>(1,314,612)</b>	<b>(2,456,673)</b>	<b>6,241,799</b>
<b>Cash And Cash Equivalents, Beginning Of Year</b>	<b>45,318,105</b>	<b>5,555,194</b>	<b>1,338,989</b>	<b>52,212,288</b>	<b>45,970,489</b>
<b>Cash And Cash Equivalents, End Of Year</b>	<b>\$ 44,218,375</b>	<b>\$ 5,512,863</b>	<b>\$ 24,377</b>	<b>\$ 49,755,615</b>	<b>\$ 52,212,288</b>
<b>Reconciliation Of Operating Income (Loss) To Net Cash Flows From Operating Activities</b>					
Operating income (loss)	\$ (2,671,112)	\$ (222,804)	\$ 38,282	\$ (2,855,634)	\$ 5,917,103
Adjustments to reconcile operating income (loss) to net cash flows from operating activities:					
Depreciation	1,219,871	427,437	—	1,647,308	1,557,069
Changes in operating assets and liabilities:					
Accounts receivable	129,060	(9,520)	26,538	146,078	20,510
Prepaid items	2,286	1,828	457	4,571	43,271
Accounts payable	212,776	197,686	(809)	409,653	(645,400)
Accrued expenses	—	—	—	—	(9,997)
Deferred revenue	—	—	—	—	(806)
Accrued compensated absences	10,758	2,149	(3,361)	9,546	8,988
Net pension asset/liability and related deferred inflows/outflows of resources	33,279	(32,823)	(15,598)	(15,142)	(80,393)
<b>Net Cash Flows Provided (Used) By Operating Activities</b>	<b>\$ (1,063,082)</b>	<b>\$ 363,953</b>	<b>\$ 45,509</b>	<b>\$ (653,620)</b>	<b>\$ 6,810,345</b>

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# CASTLE PINES NORTH METROPOLITAN DISTRICT

## NOTES TO FINANCIAL STATEMENTS

December 31, 2023

### 1. Summary Of Significant Accounting Policies

#### Form Of Organization

Castle Pines North Metropolitan District (the District) is a quasi-municipal corporation and political subdivision of the State of Colorado under the Special District Act (Title 32, Article 1, Colorado Revised Statutes (CRS)). The District was organized by a court order on June 11, 1984 and is governed by an elected five-member Board of Directors (the Board). The District was established to provide water service, wastewater service, storm drainage service and parks and open space services for the benefit of the property owners, residents and users of the facilities of the District. The District has several agreements with various entities to provide additional water resources for the community. As of December 31, 2023, the District is in the process of transferring storm drainage and parks and open space services to the City of Castle Pines (the City) in accordance with an intergovernmental agreement (IGA), as disclosed in Note 10.

The financial statements of the District have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The most significant of the District's accounting policies are described below.

#### Reporting Entity

In conformity with GASB financial reporting standards, the District is the reporting entity for financial reporting purposes. The District is the primary government financially accountable for all activities of the District. The District meets the criteria of a primary government: the Board is the publicly elected governing body; it is a legally separate entity and it is fiscally independent. The District is not included in any other governmental reporting entity.

As defined by GAAP established by GASB, the financial reporting entity consists of the primary government, as well as component units, which are legally separate organizations for which elected officials of the primary government are financially accountable. Financial accountability is defined as:

- Appointment of a voting majority of the component unit's governing board, and either a) it has the ability to impose its will by the primary government or b) there is a potential for the component unit to provide specific financial benefits to, or impose specific financial burdens on, the primary government or

## CASTLE PINES NORTH METROPOLITAN DISTRICT

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### Notes To Financial Statements (*Continued*)

- Fiscal dependency on the primary government and the potential for the organization to provide specific benefits to, or impose specific financial burdens on, the primary government, regardless of whether the organization has (1) a separately elected governing board or (2) a governing board appointed by a higher level of government, or
- A jointly appointed board

Based on the application of these criteria, there are no component units included in the District's reporting entity.

### **Government-Wide And Fund Financial Statements**

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the activities of the District. Governmental activities, which normally are supported by taxes, charges for services and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on user charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include: (1) charges to those who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments where the amounts are reasonably equivalent in value to the interfund services provided and other charges between the District's fleet service function and other functions of the government. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Separate fund financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.



## CASTLE PINES NORTH METROPOLITAN DISTRICT

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### Notes To Financial Statements (*Continued*)

#### **Measurement Focus, Basis Of Accounting And Financial Statement Presentation**

The government-wide and proprietary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned, and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The governmental fund financial statements are accounted for using the current financial resources measurement focus, whereby only current assets, certain deferred outflows of resources, liabilities and certain deferred inflows of resources generally are included in the balance sheet, and the statement of revenues, expenditures and changes in fund balances presents increases and decreases in those components. These funds use the modified accrual basis of accounting, whereby revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recognized when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recognized only when payment is due.

Property taxes and earnings on investments associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the District.

The District reports the following major governmental funds:

**General Fund** - The General Fund is the general operating fund of the District. It is used to account for all financial resources, except those required to be accounted for in another fund.

Because governmental fund statements are presented using a measurement focus and basis of accounting different from that used in the government-wide statements, a reconciliation is presented that briefly explains the adjustments necessary to reconcile to ending net position and the change in net position.

## CASTLE PINES NORTH METROPOLITAN DISTRICT

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### Notes To Financial Statements (*Continued*)

Nonexchange transactions, in which the District receives value without directly giving equal value in return, include property taxes, grants, entitlements and donations. Property taxes are recognized as revenues in the year for which they are levied and become an enforceable lien on the property. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the year when use is first permitted; matching requirements, in which the District must provide local resources to be used for a specified purpose, and expenditure requirements, in which the resources are provided to the District on a reimbursement basis. On a modified accrual basis, revenue from nonexchange transactions must also be available before it can be recognized.

Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. Nonoperating revenues, such as subsidies and investment earnings, result from nonexchange transactions or ancillary activities.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the proprietary fund's principal ongoing operations. The principal operating revenues of the proprietary funds are charges to customers for services provided. Operating expenses for the proprietary fund include the cost of services, administrative expenses and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses or capital contributions.

Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises, where the primary intent is that costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The District reports the following major enterprise funds:

***Water Enterprise Fund*** - The Water Enterprise Fund accounts for the water operations that are financed and operated in a manner similar to private business enterprises, where the intent is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

## CASTLE PINES NORTH METROPOLITAN DISTRICT

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### Notes To Financial Statements (*Continued*)

***Wastewater Enterprise Fund*** - The Wastewater Enterprise Fund accounts for the wastewater operations that are financed and operated in a manner similar to private business enterprises, where the intent is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

***Storm Drainage Enterprise Fund*** - The Storm Drainage Enterprise Fund accounts for the storm drainage operations that are financed and operated in a manner similar to private business enterprises, where the intent is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

### **Comparative Financial Information**

The accompanying financial statements include certain prior-year summarized comparative information in total but not in sufficient detail to constitute a presentation in conformity with GAAP. Accordingly, such information should be read in conjunction with the District's audited financial statements for the year ended December 31, 2022, from which the summarized information was derived.

### **Budgets**

The District follows these procedures in establishing the budgetary data reflected in the financial statements:

- By October 15, the District Manager submits to the Board a proposed operating budget for the fiscal year beginning the following January 1. The operating budget includes proposed expenditures and the means of financing them.
- A duly noticed public hearing is conducted to obtain taxpayer comments.
- Prior to December 15, the budget is formally adopted, monies are appropriated by fund and a mill levy is certified through passage of a Board resolution.
- Any budget revisions that alter the total expenditures of any fund must be approved by the Board through passage of a budget amendment after a duly noticed public hearing.
- The District appropriates revenues and expenditures by fund as part of the budget approval process. Budgets for the governmental funds are adopted on a basis consistent with GAAP. Budgetary comparisons presented for the enterprise funds are presented on a non-GAAP budgetary basis.

## **CASTLE PINES NORTH METROPOLITAN DISTRICT**

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### Notes To Financial Statements (*Continued*)

- Budgeted amounts in the financial statements are as originally adopted or as amended by the Board. All appropriations lapse at year end.

#### **Cash And Cash Equivalents**

Cash and cash equivalents include cash on hand, demand deposits, U.S. Treasury notes and participation in local government investment pools. All cash equivalents have an original maturity date of less than three months.

The District follows the practice of pooling cash and investments from all funds to maximize earnings on investments. Except when required by trust or other agreements, all cash is deposited to and disbursed from a minimum number of bank accounts. Cash in excess of immediate operating requirements is pooled for deposit and investment flexibility. Earnings on investments are allocated periodically to the participating funds based upon each funds' average equity balance in the total cash and investments.

#### **Receivables**

In the government-wide financial statements, receivables are reported at their gross value and, when appropriate, are reduced by the estimated portion that is expected to be uncollectible. Tap fees, user fees and similar fees set by the Board constitute a perpetual lien on or against the property served until paid. Such liens may be foreclosed upon as provided by the State of Colorado. Therefore, no provision for uncollectible receivables has been made in the financial statements.

#### **Property Taxes**

Property taxes are certified by the Board. The levy is based on assessed valuations determined by the Douglas County Assessor generally as of January 1 of each year. The levy is certified by December 15 to the County Commissioners and attach as an enforceable lien on property on January 1 of the following year. Taxes are payable in full on April 30 or in two installments on the last day of February and June 15. Delinquent taxpayers are notified in July or August and the sales of the resultant tax liens on delinquent properties are generally held in November or December. The County Treasurer's office collects property taxes and remits to the District on a monthly basis.

Since property tax revenues are collected in arrears during the succeeding year, a receivable and corresponding deferred inflow of resources is recorded at December 31. As the tax is collected in the succeeding year, the deferred inflows of resources are recognized as revenue, and the receivable is reduced.

## CASTLE PINES NORTH METROPOLITAN DISTRICT

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### Notes To Financial Statements (*Continued*)

#### Capital Assets

Capital assets, which include property, equipment and infrastructure assets, are reported in the applicable governmental or business-type activities column in the government-wide financial statements. Capital assets are defined by the District as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related capital assets, as applicable using the straight-line method. Depreciation is reported on the statement of activities as a current expense.

Capital assets of the District are depreciated using the straight-line method over the following estimated useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Distribution system	50 - 100 years
Collection system	50 - 100 years
Buildings	25 - 60 years
Trails	12 - 30 years
Machinery and equipment	5 - 25 years
Parking lots	15 years
Irrigation systems	30 years
Office furniture and equipment	5 years

#### Contributions Of Capital

Contributions of capital in government-wide and proprietary fund financial statements arise from outside contributions of capital assets, tap fees or from other outside contributions of resources restricted to capital acquisition and construction.

## **CASTLE PINES NORTH METROPOLITAN DISTRICT**

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### **Notes To Financial Statements (*Continued*)**

#### **Interfund Transactions**

Activity between funds that represent outstanding balances between funds are reported as "due to/from other funds." The outstanding balances between the funds result mainly from the time lag between the dates that (1) the interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system and (3) payments between funds are made. Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

#### **Compensated Absences**

Personal leave benefits are accrued as a liability as the benefits are earned if the employees' rights to receive compensation are attributable to services rendered and it is probable that the District will compensate the employees for the benefits earned. The District permits employees to accumulate earned but unused personal leave time. Accumulated, unpaid personal leave time is accrued when incurred in the government-wide and proprietary financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

#### **Long-Term Obligations**

In the government-wide financial statements and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities or proprietary fund statement of net position.

#### **Deferred Outflows/Inflows Of Resources**

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net assets that applies to a future period(s) and will not be recognized as an outflow of resources (expense/expenditure) until then. The District recognizes deferred outflows of resources related to pensions.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net assets that applies to a future period(s) and will not be recognized as an inflow of resources (revenue) until that time. Deferred property taxes are recognized as revenue in the period that the amounts become available. The District also recognizes deferred inflows of resources related to pensions.

## CASTLE PINES NORTH METROPOLITAN DISTRICT

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### Notes To Financial Statements (*Continued*)

#### **Fund Balance And Net Position**

Net position represents the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources. In the government-wide financial statements, net position is classified in the following categories:

***Net Investment In Capital Assets*** - This category groups all capital assets into one component of net position. Accumulated depreciation and the outstanding balances of debt that are attributable to the acquisition, construction or improvement of these assets reduce this category.

***Restricted Net Position*** - This category presents external restrictions imposed by creditors, grantors, contributors or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation.

***Unrestricted Net Position*** - This category represents the net position of the District, which is not restricted for any project or other purpose. A deficit will require future funding.

In the fund financial statements, governmental funds report fund classifications that comprise a hierarchy based primarily on the extent to which the District is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. In accordance with GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, fund balances of the governmental funds are classified as follows:

***Nonspendable*** - amounts that cannot be spent either because they are not in spendable form or because they are legally or contractually required to be maintained intact

***Restricted*** - amounts that can be spent only for specific purposes because of constitutional provisions, charter requirements or enabling legislation or because of constraints that are externally imposed by creditors, grantors or the laws or regulations of other governments

***Committed*** - amounts that can be used only for specific purposes determined by a formal action of the Board. The Board is the highest level of decision-making authority for the District. Commitments may be established, modified or rescinded only through resolutions approved by the Board.

## CASTLE PINES NORTH METROPOLITAN DISTRICT

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### Notes To Financial Statements (*Continued*)

**Assigned** - amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. Under the Board's adopted policy, the Board has the authority to assign the designated fund balance for each governmental fund based on the intended use of resources by the District in the most recently adopted budget.

**Unassigned** - all other spendable amounts. Only the General Fund reports a positive unassigned fund balance. In other governmental funds other than the General Fund, if expenditures incurred for specific purposes exceed the amounts that are restricted, committed or assigned to other purposes, the funds would report a negative unassigned fund balance; however, any amount reported as assigned fund balance would have to be eliminated before a negative unassigned fund balance could be reported.

When an expenditure is incurred for purposes for which both restricted and unrestricted resources are available, the District considers restricted resources to have been spent first. When an expenditure is incurred for which committed, assigned or unassigned fund balances are available, the District considers amounts to have been spent first out of committed funds, then assigned funds and finally unassigned funds, as needed, unless the Board has provided otherwise in its commitment or assignment actions.

### **Pensions**

The District participates in the Local Government Division Trust Fund (LGDTF), a cost-sharing multiple-employer defined benefit pension fund administered by the Public Employees' Retirement Association of Colorado (PERA). The net pension (asset) liability, deferred outflows of resources and deferred inflows of resources related to pensions, pension expense, information about the fiduciary net position and additions to/deductions from the fiduciary net position of LGDTF have been determined using the economic resources measurement focus and the accrual basis of accounting. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments at PERA are reported at fair value.



## CASTLE PINES NORTH METROPOLITAN DISTRICT

### Notes To Financial Statements (Continued)

#### Estimates

The presentation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows of resources, liabilities and deferred inflows of resources and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expense during the reporting period. Actual results could differ from those estimates.

#### Subsequent Events

Management evaluates subsequent events through the date the financial statements are available for issue, which is the date of the Independent Auditors' Report.

## 2. Cash, Cash Equivalents And Investments

A summary of cash, cash equivalents and investments as of December 31, 2023, follows:

	S&P Rating	Fair Value	Weighted Ave. Maturity Date (In Days)	Concentration Of Credit Risk
Cash with county treasurer	NR	\$ 47,536	N/A	N/A
Deposits with financial institutions	NR	390,063	N/A	N/A
Colorado Government Liquid Asset Trust (Colotrust)	AAAm	50,746,957	Under 60 days	100.00%
		<u>\$ 51,184,556</u>		

The above amounts are classified in the statement of net position as follows:

Cash and cash equivalents:	
Governmental activities	\$ 1,428,941
Business-type activities	<u>49,755,615</u>
	<u>\$ 51,184,556</u>

## **CASTLE PINES NORTH METROPOLITAN DISTRICT**

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### Notes To Financial Statements (*Continued*)

#### **Custodial Credit Risk - Deposits**

CRS governs the entity's deposits of cash. For deposits in excess of federally insured limits, CRS requires the depository institution to maintain collateral on deposit with an official custodian (as authorized by the State Banking Board). The Colorado Public Deposit Protection Act (PDPA) requires state regulators to certify eligible depositories for public deposit. PDPA requires the eligible depositories with public deposits in excess of the amounts insured by the Federal Deposit Insurance Corporation to create a single institutional collateral pool of obligations of the State of Colorado or local Colorado governments and obligations secured by first lien mortgages on real property located in the state. The pool is to be maintained by another institution or held in trust for all uninsured public deposits as a group. The market value of the assets in the pool must be at least 102% of the uninsured deposits. At December 31, 2023, the District had deposits with financial institutions with a carrying amount of \$390,063. The bank balances with the financial institutions were \$844,412 of which \$349,985 was covered by federal depository insurance. The remaining balance of \$494,427 was collateralized with securities held by the financial institutions' agents but not in the District's name.

#### **Investments**

The District has a formal investment policy which follows CRS, which specifies investment instruments meeting defined rating and risk criteria in which the District may invest.

These investments include:

- Certificates of deposit with an original maturity in excess of three months
- Certain obligations of the United States and U.S. government agency securities
- Certain international agency securities
- General obligation and revenue bonds of U.S. local government entities
- Banker's acceptance of certain banks
- Commercial paper
- Written repurchase agreements collateralized by certain authorized securities
- Certain money market funds
- Guaranteed investment contracts
- Local government investment pools

The District's policy is to hold investments until maturity.

## CASTLE PINES NORTH METROPOLITAN DISTRICT

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### Notes To Financial Statements (*Continued*)

#### **Fair Value**

The District categorizes its fair value measurement within the fair value hierarchy established by GAAP. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

#### **Local Government Investment Pools**

During 2023, the District invested in the Colorado Local Government Liquid Asset Trust (Colotrust), an investment vehicle established for local government entities in Colorado to pool surplus funds. The State Securities Commissioner administers and enforces all State statutes governing Colotrust. Colotrust records its investments at fair value and the District records its investments in Colotrust using the net asset value method. As of December 31, 2023, the District had \$50,746,957 invested in COLOTRUST PLUS+, one of the three portfolios offered by Colotrust, which is included in cash equivalents. COLOTRUST PLUS+ operates similarly to a money market fund and each share is equal in value to \$1.00. Colotrust is exempt from being measured at fair value and is excluded from the fair value hierarchy. There are no unfunded commitments, the redemption period frequency is daily and there is no redemption notice period. COLOTRUST PLUS+ may invest in U.S. Treasury securities and repurchase agreements collateralized by U.S. Treasury securities, certain obligations of U.S. government agencies, highest rated commercial paper and repurchase agreements collateralized by certain obligations of U.S. government agencies.

A designated custodial bank serves as custodian for Colotrust's portfolios pursuant to a custodian agreement. The custodian acts as safekeeping agent for Colotrust's investment portfolios and provides services as the depository in connection with direct investments and withdrawals. The custodian's internal records segregate investments owned by Colotrust. COLOTRUST PLUS+ is rated AAAM by S&P Global Ratings with a weighted average maturity of under 60 days. Separate financial statements can be obtained by calling 303.864.7474 or going to [www.colotrust.com](http://www.colotrust.com).

#### **Custodial Credit Risk - Investments**

For investments, custodial credit risk is the risk that, in the event of a failure of a counterparty, the District would not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. Due to the limitations specified by Colorado statutes, as of December 31, 2023, the District had no investments exposed to custodial credit risk.

## CASTLE PINES NORTH METROPOLITAN DISTRICT

### Notes To Financial Statements (Continued)

#### Interest Rate Risk

CRS limits investment maturities to five years or less from the date of purchase. This limit on investment maturities is a means of limiting exposure to fair value losses arising from increasing interest rates.

### 3. Capital Assets

A summary of changes in governmental activity capital assets is as follows:

	Balance December 31, 2022	Additions	Deletions	Balance December 31, 2023
<b>Governmental Activities</b>				
<b>Capital Assets, Not Being Depreciated</b>				
Land and improvements to land	\$ 45,583,416	\$ —	\$ —	\$ 45,583,416
Water and water storage rights	13,625,970	—	—	13,625,970
Construction in progress	374,741	458,611	(833,352)	—
<b>Total Capital Assets, Not Being Depreciated</b>	<b>59,584,127</b>	<b>458,611</b>	<b>(833,352)</b>	<b>59,209,386</b>
<b>Capital Assets, Being Depreciated</b>				
Parking lots	202,710	—	—	202,710
Parks, buildings and equipment	3,341,804	—	(592,465)	2,749,339
Concrete trails	2,283,069	—	—	2,283,069
Asphalt trails	302,064	—	—	302,064
Irrigation system	436,943	—	(436,943)	—
Office furniture and equipment	22,587	—	(22,587)	—
<b>Total Capital Assets, Being Depreciated</b>	<b>6,589,177</b>	<b>—</b>	<b>(1,051,995)</b>	<b>5,537,182</b>
<b>Less Accumulated Depreciation For:</b>				
Parking lots	(202,710)	—	—	(202,710)
Parks, buildings and equipment	(2,567,332)	(54,288)	553,504	(2,068,116)
Concrete trails	(1,031,513)	(75,964)	—	(1,107,477)
Asphalt trails	(302,064)	—	—	(302,064)
Irrigation system	(363,081)	(2,174)	365,255	—
Office furniture and equipment	(22,587)	—	22,587	—
<b>Total Accumulated Depreciation</b>	<b>(4,489,287)</b>	<b>(132,426)</b>	<b>941,346</b>	<b>(3,680,367)</b>
<b>Total Capital Assets Being Depreciated, Net</b>	<b>2,099,890</b>	<b>(132,426)</b>	<b>(110,649)</b>	<b>1,856,815</b>
<b>Governmental Activities Capital Assets, Net</b>	<b>\$ 61,684,017</b>	<b>\$ 326,185</b>	<b>\$ (944,001)</b>	<b>\$ 61,066,201</b>

Depreciation for governmental activity capital assets has been allocated to general government activity in the statement of activities. Of the \$944,001 of net deletions, \$935,501 was conveyed to another government as disclosed in Note 10.

## CASTLE PINES NORTH METROPOLITAN DISTRICT

### Notes To Financial Statements (Continued)

A summary of changes in business-type activity capital assets is as follows:

	Balance December 31, 2022	Additions	Deletions	Balance December 31, 2023
<b>Business-Type Activities;</b>				
<b>Capital Assets Not Being Depreciated</b>				
Land and rights of way	\$ 103,115	\$ —	\$ —	\$ 103,115
Construction in progress	—	1,240,416	—	1,240,416
<b>Total Capital Assets Not Being Depreciated</b>	<b>103,115</b>	<b>1,240,416</b>	<b>—</b>	<b>1,343,531</b>
<b>Capital Assets Being Depreciated</b>				
Buildings and improvements	10,889,288	4,078,375	—	14,967,663
Landscaping, fencing and electrical	6,665,380	—	(14,540)	6,550,840
Ground water rights	2,956,516	—	—	2,956,516
Distribution system	28,785,829	—	—	28,785,829
Collection system	1,480,781	—	—	1,480,781
Water tanks	2,315,654	—	—	2,315,654
Machinery and equipment	11,952,820	—	(21,900)	11,930,920
Vehicles	148,279	—	—	148,279
Developer contributions*	17,226,658	—	—	17,226,658
Plum Creek Water Reclamation Authority (PCWRA) plant expansion	5,180,572	—	—	5,180,572
<b>Total Capital Assets Being Depreciated</b>	<b>87,501,777</b>	<b>4,078,375</b>	<b>(36,440)</b>	<b>91,543,712</b>
<b>Less Accumulated Depreciation For:</b>				
Buildings and improvements	(4,136,765)	(268,504)	—	(4,405,269)
Landscaping, fencing and electrical	(2,261,264)	(169,060)	9,598	(2,420,726)
Ground water rights	(369,131)	(10,896)	—	(380,027)
Distribution system	(3,584,663)	(315,468)	—	(3,900,131)
Collection system	(495,236)	(14,808)	—	(510,044)
Water tanks	(1,239,503)	(46,313)	—	(1,285,816)
Machinery and equipment	(9,161,406)	(396,289)	21,900	(9,535,795)
Vehicles	(132,809)	(6,188)	—	(138,997)
Developer contributions*	(3,839,944)	(172,266)	—	(4,012,210)
PCWRA plant expansion	(477,762)	(247,516)	—	(725,278)
<b>Total Accumulated Depreciation</b>	<b>(25,698,483)</b>	<b>(1,647,308)</b>	<b>31,498</b>	<b>(27,314,293)</b>
<b>Net Capital Assets Being Depreciated</b>	<b>61,803,294</b>	<b>2,431,067</b>	<b>(4,942)</b>	<b>64,229,419</b>
<b>Business-Type Activities Capital Assets, Net</b>	<b>\$ 61,906,409</b>	<b>\$ 3,671,483</b>	<b>\$ (4,942)</b>	<b>\$ 65,572,950</b>

\* Certain classes of assets have been classified and reclassified over time to account for shifts in accounting principles, including but not limited to developer-contributed assets. The developer-contributed assets represent the original water distribution system and wastewater collection system assets that were obtained by the District but not readily identified with specific assets.

Depreciation for business-type activity capital assets has been allocated to the following activities:

Water	\$ 1,219,871
Wastewater	427,437
<b>Total Depreciation Expense - Business-Type Activities</b>	<b>\$ 1,647,308</b>

**CASTLE PINES NORTH METROPOLITAN DISTRICT**

Notes To Financial Statements (*Continued*)

**4. Long-Term Debt And Liabilities**

**Governmental Activities Long-Term Liability**

Following is a summary of governmental activity long-term liability transactions for the year ended December 31, 2023:

	Balance December 31, 2022	Additions	Retirements	Balance December 31, 2023	Due Within One Year
<b>Governmental Activities</b>					
Compensated absences	\$ 41,444	\$ —	\$ (41,444)	\$ —	\$ —

**Business-Type Activities Debt And Long-Term Liability**

Following is a summary of business-type activity debt and long-term liability transactions for the year ended December 31, 2023:

	Balance December 31, 2022	Additions	Retirements	Balance December 31, 2023	Due Within One Year
<b>Business-Type Activities</b>					
JP Morgan Chase loan payable	\$ 3,194,750	\$ —	\$ (250,000)	\$ 2,944,750	\$ 255,000
Compensated absences	19,149	12,907	(3,361)	28,695	28,695
<b>Total Business-Type Activities</b>	<b>\$ 3,213,899</b>	<b>\$ 12,907</b>	<b>\$ (253,361)</b>	<b>\$ 2,973,445</b>	<b>\$ 283,695</b>

A description of the long-term debt as of December 31, 2023 is as follows:

***JP Morgan Chase Loan***

On December 31, 2018, the District secured a \$4,125,000 bank loan for the purpose of paying project costs related to the District's proportionate share in its interest in PCWRA. The project consisted of the design and construction of improvements to expand the treatment capacity of PCWRA which was completed in 2022. Principal payments are due annually on December 1 and interest payments are due each June 1 and December 1 until maturity. The bank loan matures on December 1, 2033 and has a fixed interest rate of 3.08%. The loan security and repayment source is a pledge of the District's Wastewater and Water Activity Enterprise revenues backed by a rate covenant. The loan contains restrictive covenants.

## CASTLE PINES NORTH METROPOLITAN DISTRICT

### Notes To Financial Statements (Continued)

The following is a summary of the annual long-term debt principal and interest requirement for the JP Morgan Chase loan:

<u>Year Ending December 31,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 255,000	\$ 90,706	\$ 345,706
2025	265,000	82,852	347,852
2026	270,000	74,690	344,690
2027	280,000	66,374	346,374
2028	290,000	57,750	347,750
2029 - 2033	1,584,750	149,072	1,733,822
	<u>\$ 2,944,750</u>	<u>\$ 521,444</u>	<u>\$ 3,466,194</u>

## 5. Employee Pension Plan

### Plan Description

Eligible employees of the District are provided with pensions through LGDTF a cost-sharing multiple-employer defined benefit pension plan administered by PERA. Plan benefits are specified in Title 24, Article 51 of CRS administrative rules set forth at 8 C.C.R. 1502-1 and applicable provisions of the federal Internal Revenue Code. Colorado state law provisions may be amended from time to time by the Colorado General Assembly. PERA issues a publicly available annual comprehensive financial report that can be obtained at [www.copera.org/investments/pera-financial-reports](http://www.copera.org/investments/pera-financial-reports).

### Benefits Provided

PERA provides retirement, disability and survivor benefits. Retirement benefits are determined by the amount of service credit earned and/or purchased, highest average salary, the benefit structure(s) under which the member retires, the benefit option selected at retirement and age at retirement. Retirement eligibility is specified in tables set forth at CRS § 24-51-602, 604, 1713 and 1714.

## CASTLE PINES NORTH METROPOLITAN DISTRICT

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### Notes To Financial Statements (*Continued*)

The lifetime retirement benefit for all eligible retiring employees under the PERA benefit structure is the greater of the:

- Highest average salary multiplied by 2.5% and then multiplied by years of service credit
- The value of the retiring employee's member contribution account plus a 100% match on eligible amounts as of the retirement date. This amount is then annuitized into a monthly benefit based on life expectancy and other actuarial factors.

In all cases, the service retirement benefit is limited to 100% of the highest average salary and also cannot exceed the maximum benefit allowed by federal Internal Revenue Code.

Members may elect to withdraw their member contribution accounts upon termination of employment with all PERA employers, waiving rights to any lifetime retirement benefits earned. If eligible, the member may receive a match of either 50% or 100% on eligible amounts depending on when contributions were remitted to PERA, the date employment was terminated, whether five years of service credit has been obtained and the benefit structure under which contributions were made.

Upon meeting certain criteria, benefit recipients who elect to receive a lifetime retirement benefit are generally eligible to receive post-retirement cost-of-living adjustments, referred to as annual increases in CRS, once certain criteria are met. Pursuant to SB 18-200, eligible benefit recipients under the PERA benefit structure who began membership before January 1, 2007, and all benefit recipients of the Denver Public School (DPS) benefit structure will receive an annual increase of 1.25% unless adjusted by the automatic adjustment provision (AAP) pursuant to CRS § 24-51-413. Eligible benefit recipients under the PERA benefit structure who began eligible employment on or after January 1, 2007 will receive the lessor of an annual increase of 1.25% or the average of the Consumer Price Index for Urban Wage Earners and Clerical Workers for the prior calendar year, not to exceed 10% of PERA's Annual Increase Reserve (AIR) for LGDTF. AAP may raise or lower the aforementioned annual increase by up to 0.25% based on the parameters specified in CRS § 24-51-413.

Disability benefits are available for eligible employees once they reach 5 years of earned service credit and are determined to meet the definition of disability. The disability benefit amount is based on the retirement benefit formula shown above, considering a minimum 20 years of service credit, if deemed disabled.



## CASTLE PINES NORTH METROPOLITAN DISTRICT

### Notes To Financial Statements (Continued)

Survivor benefits are determined by several factors, which include the amount of earned service credit, highest average salary of the deceased, the benefit structure(s) under which service credit was obtained and the qualified survivor(s) who will receive the benefits.

#### Contributions

Eligible employees and the District are required to contribute to LGDTF at a rate set by Colorado statute. The contribution requirements are established under CRS § 24-51-401, et seq. and § 24-51-413. The employer contribution requirements are summarized in the table below:

	January 1, 2022 Through June 30, 2022	July 1, 2022 Through December 31, 2022
Employer contribution rate	10.50%	11.00%
Amount of employer contribution apportioned to the Health Care Trust Fund (HCTF) as specified in CRS § 24-51-208(1)(f)	(1.02)%	(1.02)%
Amount apportioned to LGDTF	9.48%	9.98%
Amortization equalization disbursement (AED) as specified in CRS § 24-51-411	2.20%	2.20%
Supplemental amortization equalization disbursement (SAED) as specified in CRS § 24-51-411	1.50%	1.50%
Defined contribution supplement as specified in CRS § 24-51-415	0.03%	0.03%
Total employer contribution rate to LGDTF	13.21%	13.71%

Note: Rates are expressed as a percentage of salary as defined in CRS § 24-51-101(42).

Employer contributions are recognized by LGDTF in the period in which the compensation becomes payable to the member and the District is statutorily committed to pay the contributions to LGDTF. Employer contributions recognized by LGDTF from the District were \$53,948 for the year ended December 31, 2023.

## CASTLE PINES NORTH METROPOLITAN DISTRICT

### Notes To Financial Statements (Continued)

#### **Pension Liabilities, Pension Income And Deferred Outflows Of Resources And Deferred Inflows Of Resources Related To Pensions**

At December 31, 2023, the District reported a net pension liability of \$564,298 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2021. Standard update procedures were used to roll forward the total pension liability to December 31, 2022. The District's proportion of the net pension liability was based on District contributions to LGDTF for the calendar years 2022 relative to the total contributions of participating employers to LGDTF.

At December 31, 2022, the District's proportion was 0.05629%, which was a decrease of 0.01679% from its proportion measured as of December 31, 2021.

For the year ended December 31, 2023, the District recognized pension income of \$77,241 and reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<b>Deferred Outflows Of Resources</b>	<b>Deferred Inflows Of Resources</b>
Differences between expected and actual experience	\$ —	\$ 2,813
Net difference between projected and actual earnings on pension plan investments	230,371	—
Changes in proportion and differences between contributions recognized and proportionate share of contributions	—	73,867
District contributions subsequent to the measurement date	53,948	—
<b>Total</b>	<b>\$ 284,319</b>	<b>\$ 76,680</b>

## CASTLE PINES NORTH METROPOLITAN DISTRICT

### Notes To Financial Statements (Continued)

The \$53,948 reported as deferred outflows of resources related to pensions, resulting from contributions subsequent to the measurement date, will be recognized as a decrease of the net pension liability in the year ended December 31, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year Ended December 31,</u>	<u>Amortization</u>
2024	\$ (90,364)
2025	24,747
2026	84,327
2027	134,981
	<u>\$ 153,691</u>

### Actuarial Assumptions

The total pension liability in the December 31, 2021 actuarial valuation was determined using the following actuarial assumptions and other inputs:

Actuarial cost method	Entry Age
Price inflation	2.30%
Real wage growth	0.70%
Wage inflation	3.00%
Salary increases, including wage inflation	3.20 - 11.30%
Long-term investment rate of return, net of pension plan investment expenses, including price inflation	7.25%
Discount rate	7.25%
Future post-retirement benefit increases:	
PERA benefit structure hired prior to 1/1/07 and DPS benefit structure (automatic)	1.00%
PERA benefit structure hired after 12/31/06 (ad hoc, substantively automatic)	Financed by AIR

The total pension liability as of December 31, 2022, measurement date, was adjusted to reflect the disaffiliation, as allowable under CRS § 24-51-313, of Tri-County Health Department (Tri-County Health), effective December 31, 2022. As of the close of the 2022 fiscal year, no disaffiliation payment associated with Tri-County Health was received, and therefore no disaffiliation dollars were reflected in the fiduciary net position as of the December 31, 2022, measurement date.

## CASTLE PINES NORTH METROPOLITAN DISTRICT

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### Notes To Financial Statements (*Continued*)

The actuarial assumptions used in the December 31, 2021 valuations were based on the 2020 experience analysis, dated October 28, 2020, for the period January 1, 2016, through December 31, 2019. Revised economic and demographic assumptions were adopted by PERA's Board on November 20, 2020.

The mortality tables described below are generational mortality tables developed on a benefit-weighted basis.

Pre-retirement mortality assumptions for members other than State Troopers were based upon the PubG-2010 Employee Table with generational projection using scale MP-2019.

Post-retirement nondisabled mortality assumptions for members other than State Troopers were based upon the PubG-2010 Healthy Retiree Table, adjusted as follows:

- Males: 94% of the rates prior to age 80 and 90% of the rates for ages 80 and older, with generational projection using scale MP-2019.
- Females: 87% of the rates prior to age 80 and 107% of the rates for ages 80 and older, with generational projection using scale MP-2019.

Disabled mortality assumptions for members other than State Troopers were based upon the PubNS-2010 Disabled Retiree Table using 99% of the rates for all ages with generational projection using scale MP-2019.

The long-term expected return on plan assets is reviewed as part of regular experience studies prepared every four or five years for PERA. Recently, this assumption has been reviewed more frequently. The most recent analyses were outlined in the Experience Study report dated October 28, 2020.

Several factors were considered in evaluating the long-term rate of return assumption for LGDTF, including long-term historical data, estimates inherent in current market data and a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected return, net of investment expense and inflation) were developed by the investment consultant for each major asset class. These ranges were combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and then adding expected inflation.

## CASTLE PINES NORTH METROPOLITAN DISTRICT

### Notes To Financial Statements (Continued)

The PERA Board first adopted the 7.25% long-term expected rate of return as of November 18, 2016. Following an asset/liability study, the Board reaffirmed the assumed rate of return at the Board's November 15, 2019 meeting, to be effective January 1, 2020. As of the most recent reaffirmation of the long-term rate of return, the target asset allocation and best estimates of geometric real rates of return for each major asset class are summarized in the table as follows:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>30-Year Expected Geometric Real Rate Of Return*</u>
Global equity	54.00%	5.60%
Fixed income	23.00%	1.30%
Private equity	8.50%	7.10%
Real estate	8.50%	4.40%
Alternatives	6.00%	4.70%
<b>Total</b>	<b>100.00%</b>	

\* In setting the long-term expected rate of return, projections employed to model future returns provide a range of expected long-term returns that, including expected inflation, ultimately support a long-term expected rate of return assumption of 7.25%.

### Discount Rate

The discount rate used to measure the total pension liability was 7.25%. The projection for the projection of liabilities and the fiduciary net position used to determine the discount rate was an actuarial valuation performed as of December 31, 2021, and the financial status of the LGDTF as of the prior measurement date (December 31, 2021). In addition, the following methods and assumptions were used in the projection of cash flows:

- Total covered payroll for the initial projection year consists of the covered payroll of the active membership present on the valuation date and the covered payroll of future plan members assumed to be hired during the year. In subsequent projection years, the total covered payroll was assumed to increase annually at a rate of 3.00%.
- Employee contributions were assumed to be made at the member contribution rates in effect for each year and the required adjustments resulting from the 2018 and 2020 AAP assessments. Employee contributions for future plan members were used to reduce the estimated amount of total service costs for future plan members. Employee contributions for future plan members were used to reduce the estimated amount of total service costs for future plan members.

## CASTLE PINES NORTH METROPOLITAN DISTRICT

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### Notes To Financial Statements (*Continued*)

- Employer contributions were assumed to be made at rates equal to the fixed statutory rates specified in law for each year, including the required adjustments resulting from the 2018 and the 2020 AAP assessments. Employer contributions also include current and estimated future AED and SAED, until the actuarial value funding ratio reaches 103%, at which point AED and SAED will each drop 0.50% every year until they are zero. Additionally, estimated employer contributions included reductions for the funding of AIR and retiree health care benefits. For future plan members, employer contributions were further reduced by the estimated amount of total service costs for future plan members not financed by their member contributions.
- Employer contributions and the amount of total service costs for future plan members were based upon a process used by the plan to estimate future actuarially determined contributions, assuming an analogous future plan member growth rate.
- The AIR balance was excluded from the initial fiduciary net position, as, per statute, AIR amounts cannot be used to pay benefits until transferred to either the retirement benefits reserve or the survivor benefits reserve, as appropriate. AIR transfers to the fiduciary net position and the subsequent AIR benefit payments were estimated and included in the projections.
- Benefit payments and contributions were assumed to be made at the middle of the year.

Based on the above actuarial cost method and assumptions, LGDTF's fiduciary net position was projected to be available to make all projected future benefit payments of current members. Therefore, the long-term expected rate of return of 7.25% on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability. The discount rate determination does not use the municipal bond index rate, and therefore, the discount rate is 7.25%. There was no change in the discount rate from the prior measurement date.

## CASTLE PINES NORTH METROPOLITAN DISTRICT

### Notes To Financial Statements (Continued)

#### Sensitivity Of The District's Proportionate Share Of The Net Pension Liability To Changes In The Discount Rate

The following presents the proportionate share of the net pension liability (asset) calculated using the discount rate of 7.25%, as well as what the proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower (6.25%) or one percentage point higher (8.25%) than the current rate:

	1% Decrease (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
District's proportionate share of the net pension liability	\$ 947,314	\$ 564,298	\$ 243,650

#### Pension Plan Fiduciary Net Position

Detailed information about LGDTF's fiduciary net position is available in PERA's annual comprehensive financial report which can be obtained at [www.copera.org/investments/pera-financial-reports](http://www.copera.org/investments/pera-financial-reports).

## 6. Postemployment Healthcare Benefits

#### Plan Description

The District contributes to HCTF, a cost-sharing multiple-employer healthcare trust administered by PERA. The HCTF benefit provides a health care premium subsidy and health care programs (known as PERACare) to PERA-participating benefit recipients and their eligible beneficiaries. Title 24, Article 51, Part 12 of CRS, as amended, establishes HCTF and sets forth a framework that grants authority to the PERA Board to contract, self-insure and authorize disbursements necessary in order to carry out the purposes of the PERACare program, including the administration of health care subsidies. PERA issues a publicly available annual comprehensive financial report that includes financial statements and required supplementary information for HCTF. That report can be obtained at [www.copera.org/investments/pera-financial-reports](http://www.copera.org/investments/pera-financial-reports).

## **CASTLE PINES NORTH METROPOLITAN DISTRICT**

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### **Notes To Financial Statements (*Continued*)**

#### **Funding Policy**

The District is required to contribute at a rate of 1.02% of PERA-includable salary for all PERA members, as set by statute. No member contributions are required. The contribution requirements for the District are established under Title 24, Article 51, Part 4 of CRS, as amended. The apportionment of the contributions to HCTF is established under Title 24, Article 51, Section 208(1)(f) of CRS, as amended. For the years ending December 31, 2023 and 2022, the District's employer contributions to HCTF were \$4,711 and \$5,547, respectively, equal to their required contributions for each year. The effect of this plan would result in an immaterial liability and therefore is not recorded at December 31, 2023.

## **7. Defined Contribution Pension Plan**

#### **Plan Description**

Employees of the District who are members of LGDTF may voluntarily contribute to the Voluntary Investment Program, an Internal Revenue Code Section 401(k) defined contribution plan administered by PERA. Plan participation is voluntary, and contributions are separate from others made to PERA. Title 24, Article 51, Part 14 of CRS, as amended, assigns the authority to establish the 401(k) plan provisions to the state legislature. PERA issues a publicly available annual comprehensive financial report for the program. That report can be obtained at [www.copera.org/investments/pera-financial-reports](http://www.copera.org/investments/pera-financial-reports).

#### **Funding Policy**

The Voluntary Investment Program is funded by voluntary member contributions of up to a maximum limit set by the Internal Revenue Service, as established under Title 24, Article 51, Section 1402, of CRS, as amended. The District does not contribute to the Voluntary Investment Program. Employees are immediately vested in their own contributions, employer contributions and investment earnings. For the year ended December 31, 2023, the 401(k) plan member contributions were \$5,929.



## CASTLE PINES NORTH METROPOLITAN DISTRICT

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### Notes To Financial Statements (*Continued*)

#### **8. Risk Management**

The District is exposed to various risks of loss related to workers' compensation; general liability; unemployment; torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees and natural disasters. The District has elected to participate in the Colorado Special Districts Property and Liability Pool (the Pool), which is an organization created by intergovernmental agreement to provide common liability and casualty insurance coverage to its members at a cost that is considered economically appropriate. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years.

The District pays annual premiums to the Pool for auto, public officials' liability and property and general liability coverage. In the event aggregated losses incurred by the Pool exceed amounts recoverable from reinsurance contracts and its accumulated reserves, the District may be called upon to make additional contributions to the Pool on a basis proportionate to other members. Any excess funds which the Pool determines are not needed for purposes of the Pool may be returned to the members pursuant to a distribution formula. The District also maintains an active insurance program, whereby the District annually evaluates appropriate liability coverage.

#### **9. TABOR Compliance**

In November 1992, Colorado voters passed an amendment (the Amendment or TABOR) to the State Constitution (Article X, Section 20), which limits the revenue raising and spending abilities of state and local districts. The limits on property taxes, revenue and fiscal year spending include allowable annual increases tied to inflation and local growth in construction valuation. Fiscal year spending, as defined by the Amendment, excludes spending from certain revenue and financing sources, such as federal funds, gifts, property sales, fund transfers, damage awards and fund reserves (balances). The Amendment requires voter approval for any increase in mill levy or tax rates, new taxes or creation of multi-year debt. Revenue earned in excess of the spending limit must be refunded or approved to be retained by the District under specified voting requirements by the entire electorate.

## **CASTLE PINES NORTH METROPOLITAN DISTRICT**

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### **Notes To Financial Statements (*Continued*)**

The Amendment also requires local districts to establish emergency reserves to be used for declared emergencies only. Emergencies, as defined by the Amendment, exclude economic conditions, revenue shortfalls or salary or fringe benefit increases. These reserves are required to be 3% or more of fiscal year spending (excluding bonded debt service). The District has restricted \$112,512 for this purpose.

The District believes it is in compliance with the provisions of TABOR. However, TABOR is complex and subject to interpretation. Many of its provisions will require judicial interpretation.

#### **10. IGAs With The City**

##### **IGA Regarding Transfer Of Stormwater System And Necessary Property Rights**

The District and the City entered into an IGA regarding the transfer of the District's stormwater system to the City (Stormwater IGA), effective January 25, 2023, which includes stormwater infrastructure and associated improvements, equipment and real property interests that are necessary and sufficient in order to maintain and operate the stormwater system within the boundaries of the District.

The Stormwater IGA also provides that the District transfer all available funds in the Storm Drainage Fund to the City to ensure the City has adequate funds to defray costs associated with the ownership and ongoing operation and maintenance of the stormwater system. During 2023, the District recorded the conveyance of assets to the City in the amount of \$1,400,340 as required by the Stormwater IGA. There were remaining funds due to the City of \$24,377 which is included in due to other government in the statement of net position as of December 31, 2023.

##### **IGA Between The City And District Regarding Operation, Maintenance And Transfer Of Recreation Properties**

The District and the City entered into an IGA regarding the transfer of the District's parks, recreation, trails and open space assets (Parks and Recreation IGA), effective March 31, 2023, in order to provide for the transfer of the responsibility for the ownership, operation and maintenance of the parks, recreation, trails and open space assets from the District to the City.

## **CASTLE PINES NORTH METROPOLITAN DISTRICT**

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### **Notes To Financial Statements (Continued)**

In accordance with the Parks and Recreation IGA, the District is to convey to the City all real property, buildings, fixtures, easements for parks and trails infrastructure and interests therein related to the recreation properties that are owned by the District. The District expects the conveyance of all such real property interests, facilities and fixtures to be completed in 2024.

The Parks and Recreation IGA also provides that the District transfer all 2023 available parks and recreation funds to the City to be used for the operation and maintenance of all parks and recreation properties for the benefit of the District taxpayers, the community of Castle Pines and for all persons using such properties.

Per the Parks and Recreation IGA, during 2023 the District transferred amounts for park improvements, conservation trust funds and general funds attributable to the District's operations mill levy and miscellaneous revenues (less \$650,000 to be used for 2023 water and wastewater expenditures). The total conveyance of assets to the City recorded by the District during 2023 of \$11,269,406 is comprised of amounts related to park improvements, conservation trust funds and general funds of \$3,606,890, \$500,033 and \$7,162,483, respectively. Of the \$11,269,406, \$8,904,964 was paid in cash to the City, while \$935,501 of net book value of assets. In addition, there are remaining general and conservation trust funds of \$1,428,941 due to the City related to the Parks and Recreation IGA which is included in due to other government in the balance sheet and statement of net position as of December 31, 2023.

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**Required Supplementary Information**

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**CASTLE PINES NORTH METROPOLITAN DISTRICT**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND**  
**BALANCE (BUDGET AND ACTUAL) - GENERAL FUND**  
**For The Year Ended December 31, 2023**  
**(With Comparative Totals For The Year Ended December 31, 2022)**

	Original Budget	Final Budget	2023 Actual Amounts Budget Basis	Variance Favorable (Unfavorable)	2022 Actual Amounts Budget Basis
<b>Revenues</b>					
Property taxes	\$ 3,308,191	\$ 3,308,191	\$ 3,305,666	\$ (2,525)	\$ 3,320,757
Specific ownership taxes	264,655	307,000	307,359	359	293,970
Conservation Trust Fund	46,000	74,000	74,294	294	48,663
Farm land revenue	—	34,000	34,600	600	22,872
Lease income	75,000	70,000	70,132	132	99,397
Oil royalty income	35,000	21,000	21,955	955	43,657
Earnings on investments	25,200	8,000	8,679	679	61,669
Miscellaneous income	25,000	2,000	2,017	17	36,203
<b>Total Revenues</b>	<b>3,779,046</b>	<b>3,824,191</b>	<b>3,824,702</b>	<b>511</b>	<b>3,927,188</b>
<b>Expenditures</b>					
General government:					
Salaries and wages	440,000	135,000	134,224	776	311,458
Employee benefits and taxes	174,330	47,000	46,484	516	99,907
Accounting, audit and legal	379,000	89,000	88,981	19	366,829
Other professional services	134,500	24,000	23,535	465	108,302
Utilities	44,500	13,500	13,231	269	32,887
Insurance	52,000	—	—	—	95,885
County collection fees	49,623	49,623	49,590	33	49,838
Memberships, training and subscriptions	13,200	2,500	2,348	152	6,644
Other office expenses	43,000	17,500	17,220	280	31,547
Repairs and maintenance	65,500	13,000	12,691	309	39,947
<b>Total General Government</b>	<b>1,395,653</b>	<b>391,123</b>	<b>388,304</b>	<b>2,819</b>	<b>1,143,244</b>
Parks and open space:					
Landscape maintenance contract	345,000	80,500	80,142	358	242,640
Landscape supplies	16,000	3,000	2,797	203	7,801
Repairs and maintenance	655,000	69,500	87,130	(17,630)	343,098
Utilities	495,000	76,000	75,531	469	426,963
Park services	31,000	17,500	17,142	358	22,101
<b>Total Parks And Open Space</b>	<b>1,542,000</b>	<b>246,500</b>	<b>262,742</b>	<b>(16,242)</b>	<b>1,042,603</b>
<b>Capital outlay</b>	<b>3,176,200</b>	<b>500,000</b>	<b>458,611</b>	<b>41,389</b>	<b>281,528</b>
<b>Total Expenditures</b>	<b>6,113,853</b>	<b>1,137,623</b>	<b>1,109,657</b>	<b>27,966</b>	<b>2,467,375</b>
<b>Excess (Deficiency) Of Revenues Over Expenditures</b>	<b>(2,334,807)</b>	<b>2,686,568</b>	<b>2,715,045</b>	<b>28,477</b>	<b>1,459,813</b>
<b>Other Financing Sources (Uses)</b>					
Transfers out, base rental expense	—	—	—	—	(9,845,455)
Proceeds from sale of water rights	—	—	—	—	9,229,364
Conveyance to other government	—	(10,340,000)	(10,333,905)	6,095	—
Transfers out, other	—	(650,000)	(650,000)	—	—
<b>Total Other Financing Sources (Uses)</b>	<b>—</b>	<b>(10,990,000)</b>	<b>(10,983,905)</b>	<b>6,095</b>	<b>(616,091)</b>
<b>Net Change In Fund Balance</b>	<b>(2,334,807)</b>	<b>(8,303,432)</b>	<b>(8,268,860)</b>	<b>34,572</b>	<b>843,722</b>
<b>Fund Balance - Beginning Of Year</b>	<b>7,028,870</b>	<b>8,303,432</b>	<b>8,268,860</b>	<b>(34,572)</b>	<b>7,458,835</b>
<b>Fund Balance - End Of Year</b>	<b>\$ 4,694,063</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 8,302,557</b>

**CASTLE PINES NORTH METROPOLITAN DISTRICT**

**SCHEDULE OF THE DISTRICT'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY -  
COST-SHARING DEFINED BENEFIT PLAN**

**For The Year Ended December 31, 2022 (Measurement Date)**  
**Employee Pension Plan**  
**Year Nine<sup>1</sup>**



	2022	2021	2020	2019	2018	2017	2016	2015	2014
District's proportion of the net pension liability	0.05629%	0.07308%	0.08999%	0.09498%	0.11594%	0.10967%	0.10655%	0.10914%	0.10836%
District's proportionate share of the net pension liability (asset)	\$ 564,298	\$ (62,656)	\$ 468,970	\$ 694,708	\$ 1,457,671	\$ 1,221,153	\$ 1,438,726	\$ 1,202,296	\$ 971,135
District's covered payroll	\$ 461,822	\$ 543,778	\$ 635,974	\$ 654,102	\$ 727,906	\$ 677,776	\$ 666,309	\$ 648,164	\$ 608,976
District's proportionate share of the net pension liability (asset) as a percentage of its covered payroll	122.19%	11.52%	73.74%	106.21%	200.26%	180.17%	215.92%	185.49%	159.48%
Plan fiduciary net position as a percentage of the total pension	82.99%	101.49%	90.88%	86.26%	75.96%	79.37%	73.60%	76.90%	80.70%

<sup>1</sup> The amounts presented for each fiscal year were determined as of 12/31 of the prior year. This schedule is presented to show information for 10 years. Until information for the full 10-year period is available, information will be presented for the years it is available.

**CASTLE PINES NORTH METROPOLITAN DISTRICT**  
**SCHEDULE OF THE DISTRICT'S CONTRIBUTIONS - COST-SHARING DEFINED BENEFIT PLAN**  
**For The Year Ended December 31, 2023**  
**Year Ten**

	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Statutorily required contribution	\$ 53,948	\$ 62,030	\$ 71,779	\$ 82,146	\$ 85,599	\$ 92,408	\$ 87,730	\$ 81,004	\$ 78,597	\$ 75,298
Contributions in relation to the statutorily required contributions	53,948	62,030	71,779	82,146	85,599	92,408	87,730	81,004	78,597	75,298
Contribution deficiency (excess)	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
Covered payroll	\$ 391,889	\$ 461,822	\$ 543,778	\$ 635,974	\$ 654,102	\$ 727,906	\$ 677,776	\$ 666,309	\$ 648,164	\$ 608,976
Contributions as a percentage of covered payroll	13.77%	13.43%	13.20%	12.92%	13.09%	12.70%	12.94%	12.16%	12.13%	12.36%

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**Other Supplementary Information**

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**CASTLE PINES NORTH METROPOLITAN DISTRICT**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN NET**  
**POSITION (BUDGET AND ACTUAL) - ENTERPRISE FUNDS**  
**For The Year Ended December 31, 2023**  
**(With Comparative Totals For The Year Ended December 31, 2022)**  
**Page 1 Of 2**

	Original Budget	Final Budget	2023 Actual Budget Basis	Variance Favorable (Unfavorable)	2022 Actual Budget Basis
<b>Revenues</b>					
Water charges	\$ 7,090,000	\$ 7,090,000	\$ 3,975,638	\$ (3,114,362)	\$ 10,515,268
Wastewater charges	3,715,000	3,715,000	2,425,344	(1,289,656)	3,782,528
Storm drainage charges	255,000	35,000	35,439	439	252,000
Capital improvement charges	1,200,000	1,200,000	1,743,638	543,638	1,714,634
Earnings on investments	107,000	117,000	2,538,857	2,421,857	568,782
Reimbursable income	25,000	25,000	—	(25,000)	32,241
Renewable water investment	3,000,000	3,000,000	288,325	(2,711,675)	3,219,340
Miscellaneous income (expenses)	194,000	194,000	19,279	(174,721)	(2,039)
Proceeds from sale of water rights	—	—	—	—	8,964,886
Proceeds from sale of assets	—	—	—	—	23,000
Transfers in	—	—	650,000	650,000	—
<b>Total Revenues</b>	<b>15,586,000</b>	<b>15,376,000</b>	<b>11,676,520</b>	<b>(3,699,480)</b>	<b>29,070,640</b>
<b>Expenditures</b>					
<b>Water Operations</b>					
General overhead	610,000	610,000	959,311	(349,311)	378,089
Salaries and wages	172,000	172,000	195,792	(23,792)	216,258
Employee benefits and taxes	70,850	70,850	46,388	24,462	12,427
Memberships, training and subscriptions	8,400	8,400	12,020	(3,620)	8,956
Engineering	397,000	397,000	340,914	56,086	336,015
Repairs and maintenance	2,810,000	2,810,000	2,584,613	225,387	3,222,167
Utilities	1,084,340	1,084,340	892,854	191,486	916,082
Equipment and supplies	117,500	117,500	187,382	(69,882)	169,159
Treatment costs	11,000	11,000	7,080	3,920	8,023
Water rebates	13,000	13,000	8,250	4,750	—
Other projects	32,000	32,000	158,996	(126,996)	13,331
Transfers out	—	—	—	—	9,289,899
<b>Total Water Operations</b>	<b>5,326,090</b>	<b>5,326,090</b>	<b>5,393,600</b>	<b>(67,510)</b>	<b>14,570,406</b>
<b>Wastewater Operations</b>					
General overhead	460,000	460,000	603,181	(143,181)	242,118
Salaries and wages	172,000	172,000	107,335	64,665	201,683
Employee benefits, taxes and pension credit	66,650	66,650	32,738	33,912	16,274
Memberships, training and subscriptions	5,000	5,000	8,634	(3,634)	4,448
Engineering	207,200	207,200	174,669	32,531	210,794
Repairs and maintenance	623,000	623,000	476,358	146,642	340,309
Utilities	101,320	101,320	98,719	2,601	103,481
Equipment, supplies and other projects	15,000	15,000	20,975	(5,975)	14,148
Treatment costs	827,000	827,000	730,926	96,074	677,254
Interest expense	100,000	100,000	98,398	1,602	105,794
Debt service - principal	250,000	250,000	250,000	—	240,250
<b>Total Wastewater Operations</b>	<b>2,827,170</b>	<b>2,827,170</b>	<b>2,601,933</b>	<b>225,237</b>	<b>2,156,553</b>

**CASTLE PINES NORTH METROPOLITAN DISTRICT**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN NET POSITION (BUDGET AND ACTUAL) - ENTERPRISE FUNDS**  
**For The Year Ended December 31, 2023**  
**(With Comparative Totals For The Year Ended December 31, 2022)**  
**Page 2 Of 2**

	Original Budget	Final Budget	2023 Actual Amounts Budget Basis	Variance Favorable (Unfavorable)	2022 Actual Amounts Budget Basis
<b>Expenditures (Continued)</b>					
<b>Storm Drainage Operations</b>					
General overhead	\$ 39,500	\$ 7,500	\$ 7,165	\$ 335	\$ 29,419
Salaries, wages and pension credit	14,000	4,500	4,246	254	20,854
Employee benefits and taxes	9,000	1,300	1,332	(32)	6,704
Engineering	30,000	—	—	—	—
Repairs and maintenance	1,500	—	—	—	—
Equipment, supplies and other projects	1,500	—	12	(12)	786
Conveyance to other government	—	1,400,500	1,400,340	160	—
<b>Total Storm Drainage Operations</b>	<b>95,500</b>	<b>1,413,800</b>	<b>1,413,095</b>	<b>705</b>	<b>57,763</b>
<b>Capital Outlay</b>	<b>13,420,000</b>	<b>13,420,000</b>	<b>5,318,791</b>	<b>8,101,209</b>	<b>5,453,447</b>
<b>Total Expenditures</b>	<b>21,668,760</b>	<b>22,987,060</b>	<b>14,727,419</b>	<b>8,259,641</b>	<b>22,238,169</b>
<b>Change In Net Position - Budgetary Basis</b>	<b>(6,082,760)</b>	<b>(7,611,060)</b>	<b>(3,050,899)</b>	<b>4,560,161</b>	<b>6,832,471</b>
<b>Reconciliation To GAAP Basis</b>					
Pension income	—	—	15,143	15,143	73,155
Proceeds from sale of water rights	—	—	—	—	(3,980,213)
Proceeds from sale of assets	—	—	(4,942)	(4,942)	(13,894)
Debt service - principal	250,000	250,000	250,000	—	240,250
Capital outlay	13,420,000	13,420,000	5,318,791	(8,101,209)	5,453,447
Depreciation	—	—	(1,647,308)	(1,647,308)	(1,557,069)
<b>Change In Net Position - GAAP Basis</b>	<b>7,587,240</b>	<b>6,058,940</b>	<b>880,785</b>	<b>(5,178,155)</b>	<b>7,048,147</b>
<b>Net Position - Beginning Of Year</b>	<b>104,027,710</b>	<b>104,109,213</b>	<b>111,075,857</b>	<b>6,966,644</b>	<b>104,027,710</b>
<b>Net Position - End Of Year</b>	<b>\$ 111,614,950</b>	<b>\$ 110,168,153</b>	<b>\$ 111,956,642</b>	<b>\$ 1,788,489</b>	<b>\$ 111,075,857</b>

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**CASTLE PINES NORTH  
METROPOLITAN DISTRICT**  
AUDITOR COMMUNICATIONS  
DECEMBER 31, 2023

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DRAFT FOR  
DISCUSSION PURPOSES  
ONLY

Board of Directors and Management  
Castle Pines North Metropolitan District  
Castle Pines, Colorado

We have audited the financial statements of Castle Pines North Metropolitan District (the District) as of and for the year ended December 31, 2023, and have issued our report thereon dated **DATE**. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated August 8, 2024. Professional standards also require that we communicate to you the following information related to our audit.

*Qualitative Aspects Of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used are described in Note 1 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during the year ended December 31, 2023. We noted no transactions entered into during the year for which there was a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred. There are no instances where we consider a significant accounting practice that is acceptable under the applicable financial reporting framework not to be most appropriate to the particular circumstances of the District.

For purposes of this communication, professional standards require us to communicate to you significant unusual transactions identified during our audit. The transfer of parks and recreation and storm drainage services to the City of Castle Pines is considered a significant unusual transaction, which is disclosed in Note 10 of the financial statements.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements is:

- Management's recognized proportionate share of the Public Employees' Retirement Association of Colorado's (PERA) net pension liability. We evaluated the net pension liability from the PERA report and the proportionate share of the District to determine if the amount recognized by management was reasonable.

The disclosures to the financial statements are neutral, consistent and clear. Certain financial statement disclosures are particularly sensitive because of their significance to the users of the financial statements. The most sensitive disclosure affecting the financial statements is:

- The disclosure of the employee pension plan in Note 5 to the financial statements

#### *Circumstances That Affect The Form And Content Of The Auditors' Report*

For purposes of this letter, professional standards require that we communicate any circumstances that affect the form and content of our auditors' report. There were no circumstances that caused us to modify our auditors' report.

#### *Matters Resulting In Consultation Outside The Engagement Team*

There were no significant matters which resulted in consultation outside of our engagement team.

#### *Difficulties Encountered In Performing The Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected And Uncorrected Misstatements*

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. There were no such uncorrected misstatements or omitted disclosures of the financial statements.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. The attached schedule identifies misstatements that we identified as a result of our audit procedures that were brought to the attention of, and corrected by, management.

*Disagreements With Management*

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the attached management representation letter.

*Management Consultations With Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to an entity's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings Or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship, and our responses were not a condition to our retention.

This information is intended solely for the information and use of the Members of the Board and Management of the District and is not intended to be and should not be used by anyone other than these specified parties.

DATE, 2024

**SCHEDULE OF UNCORRECTED MISSTATEMENTS**

None noted for the year ended December 31, 2023

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ONLY

## SCHEDULE OF CORRECTED MISSTATEMENTS

Client: **33184.0000 - Castle Pines North Metropolitan District**  
 Engagement: **2023 AUD - Castle Pines North Metropolitan District**  
 Trial Balance: **TB Database**  
 Workpaper: **3010 - Adjusting Journal Entries Report**

Account	Description	W/P Ref	Debit	Credit
<b>Adjusting Journal Entries JE # 2</b>		<b>3022</b>		
<b>PBC AJE - to adjusted taxes receivable/deferred and debt service adjustment</b>				
10-00-00-1330	Taxes Receivable		973,360.00	
60-61-00-2120	Note Payable - JPM		250,000.00	
10-00-00-2500	Deferred Property Taxes			973,360.00
60-61-00-7510	Waste Water - Debt Service			250,000.00
<b>Total</b>			<b>1,223,360.00</b>	<b>1,223,360.00</b>
<b>Adjusting Journal Entries JE # 3</b>		<b>3022</b>		
<b>PBC AJE: to make an adjustment to cash balances between funds and record depreciation adjustments for fixed assets</b>				
60-60-00-1125	ColoTrust MM Fund		1,037,601.00	
60-60-00-1515	Building and Improvements		553,185.00	
60-60-00-1550	Improvements Const. In Prog		198,747.00	
60-60-00-5330	Water Treatment Plant Expenditures		4,068.00	
60-60-00-6800	Depreciation Expense		1,219,871.00	
60-61-00-1550	Improvements Const. In Prog		1,041,669.00	
60-61-00-5418	Underground Utility Locates		427,437.00	
60-60-00-1600	Accumulated Depreciation			1,219,870.00
60-60-00-7753	Sampling Station Installation			45,597.00
60-60-00-7756	WTP Filter Rehabilitation Program			6,393.00
60-60-00-7757	WTP Process Tank Rehab			553,185.00
60-60-00-7760	Well Control Vault Rehab Program			60,208.00
60-60-00-7766	Waste Water - Lift Station Renovations			1,041,669.00
60-60-00-7767	Monarch Waterline Replacement Project			40,297.00
60-60-00-7768	Yorkshire Water Line Replacement Project			46,253.00
60-61-00-1125	ColoTrust Funds			1,037,601.00
60-61-00-1600	Accumulated Depreciation			427,437.00
60-61-00-7766	Waste Water - Lift Station Renovations			4,068.00
<b>Total</b>			<b>4,482,578.00</b>	<b>4,482,578.00</b>
<b>Adjusting Journal Entries JE # 4</b>		<b>3022</b>		
<b>PBC AJE: to record PTO accrual and year-end adjustment correction</b>				
60-60-00-5111	Salaries - Salaried		10,758.00	
60-61-00-5111	Salaries - Salaried		2,149.00	
60-61-00-5145	Accounting and Payroll		1,928.00	
60-60-00-2240	Accrued Vacation/Sick Leave			10,758.00
60-61-00-2240	Accrued Vacation/Sick Leave			2,149.00
60-61-00-5126	PERA Matchmaker Contribution			1,928.00
<b>Total</b>			<b>14,835.00</b>	<b>14,835.00</b>



## SCHEDULE OF CORRECTED MISSTATEMENTS (CONTINUED)

<b>Adjusting Journal Entries JE # 5</b>		<b>3022.1</b>	
<b>PBC AJE: To correct and true up year-end IGA expenses and payables</b>			
10-00-00-2999	IGA Payable to City of Castle Pines	458,728.00	
10-00-00-5800	Transfer to Enterprise Fund	458,728.00	
60-60-00-1125	ColoTrust MM Fund	298,174.00	
60-61-00-1125	ColoTrust Funds	160,555.00	
10-00-00-1125	ColoTrust MM Fund		458,728.00
10-00-00-5999	IGA - City of Castle Pines		298,174.00
60-60-00-4341	Transfer from General Fund		160,555.00
60-61-00-4341	Transfer from General Fund		160,555.00
<b>Total</b>		<b>1,376,185.00</b>	<b>1,376,185.00</b>
<b>Adjusting Journal Entries JE # 6</b>		<b>3022.2</b>	
<b>Audit Entry: to correct part of AJE-3, move Underground Utility Locates expense AJE to Depreciation Expense</b>			
60-61-00-6800	Depreciation Expense	427,437.00	
60-61-00-5418	Underground Utility Locates		427,437.00
<b>Total</b>		<b>427,437.00</b>	<b>427,437.00</b>
<b>Adjusting Journal Entries JE # 7</b>		<b>5240</b>	
<b>Nonattest Service - Entry to bring final GASB 68 account balances to match calculations.</b>			
60-60-00-2511	Deferred Outflows - Investment Earnings	224,126.00	
60-60-00-2512	Deferred Outflows - Contributions	8,069.00	
60-60-00-2518	Deferred Inflows - Investment Earnings	18,573.00	
60-60-00-6000	Pension Expense	33,279.00	
60-61-00-2511	Deferred Outflows - Investment Earnings	116,075.00	
60-61-00-2514	Deferred Inflows - Proportionate Share	5,015.00	
60-61-00-2518	Deferred Inflows - Investment Earnings	73,767.00	
60-60-00-2510	Net Pension Liability		268,029.00
60-60-00-2514	Deferred Inflows - Proportionate Share		8,761.00
60-60-00-2515	Deferred Outflows - Experience		790.00
60-60-00-2516	Deferred Outflows - Change in Assumptions		5,481.00
60-60-00-2519	Deferred Inflows - Experience		986.00
60-61-00-2510	Net Pension Liability		153,550.00
60-61-00-2512	Deferred Outflows - Contributions		2,069.00
60-61-00-2515	Deferred Outflows - Experience		754.00
60-61-00-2516	Deferred Outflows - Change in Assumptions		5,230.00
60-61-00-2519	Deferred Inflows - Experience		431.00
60-61-00-6000	Pension Expense		32,823.00
<b>Total</b>		<b>478,904.00</b>	<b>478,904.00</b>
<b>Adjusting Journal Entries JE # 9</b>		<b>4201</b>	
<b>Audit Entry: To adjust property tax receivable and deferred property tax out of the general fund and into the enterprise funds.</b>			
10-00-00-2500	Deferred Property Taxes	973,360.00	
RB-60-60-00-1330	Taxes Receivable	730,020.00	
RB-60-61-00-1330	Taxes Receivable	243,340.00	
10-00-00-1330	Taxes Receivable		973,360.00
RB-60-60-00-2500	Deferred Property Taxes		730,020.00
RB-60-61-00-2500	Deferred Property Taxes		243,340.00
<b>Total</b>		<b>1,946,720.00</b>	<b>1,946,720.00</b>



<i>TO:</i>	Castle Pines North Metropolitan District Board of Directors
<i>FROM:</i>	Andrea Manion Community Resource Services of Colorado
<i>SUBJ:</i>	Financial Update
<i>DATE:</i>	8/26/2024

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

- Douglas County tax revenues for 2024 recognized by the District through July 2024 totaled \$1,123,324.10. 99.76% of budgeted property taxes from the District’s mill levy have been received YTD. Tax revenues for 2024 are allocated 75% to the Water Fund and 25% to the Wastewater Fund. Total taxes received includes \$125,999 in backfill property taxes received pursuant to SB22-238.

2. **Enterprise Fund Activity**

- Billed water usage in the month of July 2024 was 111,770,000, a 34.91% increase from water usage in July 2023.

	Total Billable Usage (Gallons)									
	2020	Cumulative	2021	Cumulative	2022	Cumulative	2023	Cumulative	2024	Cumulative
January	17,293,004	17,293,004	18,151,000	18,151,000	20,046,000	20,046,000	26,439,000	26,439,000	20,217,000	20,217,000
February	14,982,003	32,275,007	17,457,000	35,608,000	20,853,100	40,899,100	17,334,000	43,773,000	16,844,000	37,061,000
March	16,335,744	48,610,751	17,858,000	53,466,000	16,836,000	57,735,100	17,766,000	61,539,000	17,744,000	54,805,000
April	24,158,000	72,768,751	18,712,000	72,178,000	41,324,000	99,059,100	24,839,000	86,378,000	25,517,000	80,322,000
May	71,928,000	144,696,751	35,457,000	107,635,000	84,723,000	183,782,100	37,307,000	123,685,000	44,494,000	124,816,000
June	102,094,000	246,790,751	94,733,000	202,368,000	111,124,000	294,906,100	45,739,003	169,424,003	104,276,000	229,092,000
July	103,182,000	349,972,751	108,586,000	310,954,000	105,870,004	400,776,104	82,846,000	252,270,003	111,770,000	340,862,000
August	129,364,000	479,336,751	115,338,000	426,292,000	77,481,009	478,257,113	77,494,000	329,764,003		340,862,000
September	82,736,000	562,072,751	99,888,000	526,180,000	73,357,011	551,614,124	69,434,000	399,198,003		340,862,000
October	50,520,000	612,592,751	46,326,000	572,506,000	46,674,005	598,288,129	61,514,000	460,712,003		340,862,000
November	20,576,000	633,168,751	20,919,000	593,425,000	29,710,000	627,998,129	20,852,000	481,564,003		340,862,000
December	17,717,000	650,885,751	18,294,000	611,719,000	29,684,000	657,682,129	17,116,000	498,680,003		340,862,000

- Billed sewer usage was 18,886,643 for July 2024 vs 19,689,789 for July 2023, a 4.08% decrease.
- Water and sewer revenues for the month of July 2024 was \$1,218,657.72 vs \$956,014.53 in July 2023, a 19.80% increase.

CASTLE PINES NORTH METROPOLITAN DISTRICT  
Property Taxes Reconciliation  
2024  
Unaudited

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

	Current Year									
	Property Taxes	Delinquent Taxes, Rebates and Abatements	Specific Ownership Taxes	Interest	Treasurer's Fees	Net Amount Received	Cumulative 2024 Property Taxes Received	% of Total 2024 Property Taxes Received		
								Monthly	Y-T-D	
January	\$ 5,697.10	\$ -	\$ 6,959.68	\$ -	\$ (85.47)	\$ 12,571.31	\$ 5,697.10	0.59%	0.59%	
February	397,879.15	-	5,920.31	-	(5,968.15)	397,831.31	403,576.25	40.88%	41.46%	
March	46,836.18	-	5,517.57	25.13	(702.96)	51,675.92	450,412.43	4.81%	46.27%	
April	133,829.72	13,570.13	6,024.49	11.07	(2,205.06)	151,230.35	597,812.28	15.14%	61.42%	
May	44,070.10	-	5,808.20	60.64	(2,557.98)	47,380.96	641,882.38	4.53%	65.94%	
May - backfill taxes	-	125,999.06	-	-	-	125,999.06				
June	320,976.75	(22.96)	5,771.18	122.19	(4,816.14)	322,031.02	963,913.40	32.97%	98.92%	
July	8,163.40	-	6,370.82	195.32	(125.37)	14,604.17	972,076.80	0.84%	99.76%	
August						-	972,076.80	0.00%	99.76%	
September						-	972,076.80	0.00%	99.76%	
October						-	972,076.80	0.00%	99.76%	
November						-	972,076.80	0.00%	99.76%	
December						-	972,076.80	0.00%	99.76%	
	<u>\$ 957,452.40</u>	<u>\$ 139,546.23</u>	<u>\$ 42,372.25</u>	<u>\$ 414.35</u>	<u>\$ (16,461.13)</u>	<u>\$ 1,123,324.10</u>		<u>99.76%</u>	<u>99.76%</u>	

Water 75%	Wastewater 25%	Total 100%
\$ 9,428.49	\$ 3,142.82	\$ 12,571.31
298,373.58	99,457.73	397,831.31
38,756.96	12,918.96	51,675.92
113,422.81	37,807.54	151,230.35
35,535.73	11,845.23	47,380.96
94,499.33	31,499.73	125,999.06
241,523.35	80,507.67	322,031.02
10,953.13	3,651.04	14,604.17
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
<u>\$ 842,493.37</u>	<u>\$ 280,830.73</u>	<u>\$ 1,123,324.10</u>

**Castle Pines North Metropolitan District  
Disbursements Summary  
For the Period July 19, 2024 - August 21, 2024  
TO BE RATIFIED**

**CHECKS - 28730 through 28798**

**Amount**

July 19, 2024 - July 31, 2024

\$ 252,065.88

August 1, 2024 - August 21, 2024

598,440.64

**TOTAL CHECKS TO BE RATIFIED**

**\$ 850,506.52**

**ELECTRONIC PAYMENTS**

July 19, 2024 - July 31, 2024

\$ 26,868.07

August 1, 2024 - August 21, 2024

19,630.19

**TOTAL ELECTRONIC PAYMENTS TO BE RATIFIED**

**\$ 46,498.26**

**Total Payments to be Ratified**

**\$ 897,004.78**

**Castle Pines North Metropolitan District  
Electronic Payments Report  
For the Period July 19, 2024 - August 21, 2024  
TO BE RATIFIED**

	Amount
<b><u>Electronic Payments</u></b>	
Xcel (Month-End July)	\$ 947.61
Payroll & payroll related items (Month-End July)	15,851.39
Payroll & payroll related items (Mid-Month August)	14,780.35
Bank Service Charges	1,203.68
United Healthcare	3,646.16
Citywide Visa Credit Card Payment	9,699.67
<b>Total Electronic Payments</b>	<b>\$ 46,128.86</b>

**Castle Pines North Board of Directors**

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

<b>Total Electronic Payments to be Ratified - All funds</b>	<b>\$ 46,498.26</b>
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# Castle Pines North Metro. District

## Cash Disbursement Journals

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
360 Underground Ltd	Computer Check 28730	07/24/2024	07/24/2024 Posted	\$4,755.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$4,755.00	\$4,755.00 \$0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
24114	07/18/2024	Locate Service-June 81	\$4,755.00	\$4,755.00	60-60-00-5361	Underground Utility Locates		\$3,090.75
24114	07/18/2024	Locate Service-June 81	\$4,755.00	\$4,755.00	60-61-00-5361	Underground Utility Locates		\$1,664.25
		<i>Totals:</i>						\$4,755.00
AtoZ Complete Home Repair	Computer Check 28731	07/24/2024	07/24/2024 Posted	\$8,862.93	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$8,862.93	\$8,862.93 \$0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
24-2087	07/18/2024	Light Fixtures-Repairs	\$1,512.46	\$1,512.46	60-60-00-7759	WTP Building Construction/Filter		\$1,512.46
		<i>Totals:</i>						\$1,512.46
24-2088	07/18/2024	Reception Area- Count	\$5,255.01	\$5,255.01	60-60-00-7759	WTP Building Construction/Filter		\$5,255.01
		<i>Totals:</i>						\$5,255.01
24-2090	07/23/2024	PS4- Siding Replaceme	\$2,095.46	\$2,095.46	60-60-00-5360	Water Distribution R&M		\$2,095.46
		<i>Totals:</i>						\$2,095.46
Backflow Secure; Management	Computer Check 28732	07/24/2024	07/24/2024 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
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
809	07/01/2024	Backflow Services Prog	\$9,000.00	\$9,000.00	60-60-00-5417	Professional Svcs - Backflow Proc		\$9,000.00
		<i>Totals:</i>						\$9,000.00
Colorado Special Districts	Computer Check 28733	07/24/2024	07/24/2024 Posted	\$500.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$500.00	\$500.00 \$0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
4A2406JJBVFV-0001	05/20/2024	Claim Deductible-Elizal	\$500.00	\$500.00	60-60-00-5360	Water Distribution R&M		\$500.00
		<i>Totals:</i>						\$500.00
Comcast Business	Computer Check 28734	07/24/2024	07/24/2024 Posted	\$772.70	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$772.70	\$772.70 \$0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
209346023	07/01/2024	Ethernet Internet-7404	\$772.70	\$772.70	60-60-00-5201	Telephone/Alarms		\$502.26
209346023	07/01/2024	Ethernet Internet-7404	\$772.70	\$772.70	60-61-00-5201	Telephone/Alarms		\$270.44
		<i>Totals:</i>						\$772.70
Companion Life	Computer Check 28735	07/24/2024	07/24/2024 Posted	\$329.46	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$329.46	\$329.46 \$0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>

# 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	
807993	07/21/2024	Dental Insurance-Aug	\$329.46	\$329.46	60-60-00-5124	Employer Contr. Health Insurance		\$214.15
807993	07/21/2024	Dental Insurance-Aug	\$329.46	\$329.46	60-61-00-5124	Employer Contr. Health Insurance		\$115.31
<i>Totals:</i>								\$329.46
DTC Print Brokers	Computer Check 28736	07/24/2024	07/24/2024 Posted	\$430.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$430.00	\$430.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
2306	07/12/2024	CCR Booklets	\$430.00	\$430.00	60-60-00-5169	Communications - Public Outrea		\$430.00
<i>Totals:</i>								\$430.00
Hamre Rodriguez Ostrander	Computer Check 28737	07/24/2024	07/24/2024 Posted	\$336.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$336.00	\$336.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
14986	06/30/2024	Legal Service-Water Ri	\$336.00	\$336.00	60-60-00-5400	Professional Svcs - Water Rights		\$336.00
<i>Totals:</i>								\$336.00
Kennedy Jenks Consultants Inc	Computer Check 28738	07/24/2024	07/24/2024 Posted	\$115,176.01	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$115,176.01	\$115,176.01 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
173360	07/22/2024	Liquid Ammonia Sulfat	\$17,982.14	\$17,982.14	60-60-00-7754	Backwash Reclaim Tank Upgrade		\$17,982.14
<i>Totals:</i>								\$17,982.14
173361	07/22/2024	Tank Rehabilitation Prc	\$5,123.74	\$5,123.74	60-60-00-7757	WTP Process Tank Rehab		\$5,123.74
<i>Totals:</i>								\$5,123.74
173362	07/22/2024	Facility Documentation	\$18,836.02	\$18,836.02	60-60-00-7755	WTP Site Plan / O&M Manual De		\$18,836.02
<i>Totals:</i>								\$18,836.02
173363	07/22/2024	2024 General Engineer	\$9,355.75	\$9,355.75	60-60-00-5175	Engineering		\$6,283.77
173363	07/22/2024	2024 General Engineer	\$9,355.75	\$9,355.75	60-61-00-5164	Engineering Services		\$3,071.98
<i>Totals:</i>								\$9,355.75
173365	07/22/2024	Lagae PA-7	\$1,716.74	\$1,716.74	60-60-00-5165	Engineering Services Reimbursab		\$1,716.74
<i>Totals:</i>								\$1,716.74
173366	07/22/2024	Lagae Family Parcel	\$236.90	\$236.90	60-60-00-5165	Engineering Services Reimbursab		\$236.90
<i>Totals:</i>								\$236.90
173368	07/22/2024	Lift Stations Permitting	\$45,585.25	\$45,585.25	60-61-00-7766	Waste Water - Lift Station Renovi		\$45,585.25
<i>Totals:</i>								\$45,585.25
173369	07/22/2024	Well Vaults Rehabilitat	\$7,614.26	\$7,614.26	60-60-00-7760	Well Control Vault Rehab Progra		\$7,614.26
<i>Totals:</i>								\$7,614.26
173370	07/22/2024	Yorkshire Water Line R	\$1,434.54	\$1,434.54	60-60-00-7768	Yorkshire Water Line Replacemer		\$1,434.54
<i>Totals:</i>								\$1,434.54

# 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
173371	07/22/2024	Monarch Water Line Re	\$3,371.77	\$3,371.77	60-60-00-7767	Monarch Waterline Replacement		\$3,371.77
							Totals:	\$3,371.77
173372	07/22/2024	Monarch Water Line Re	\$2,321.11	\$2,321.11	60-60-00-7767	Monarch Waterline Replacement		\$2,321.11
							Totals:	\$2,321.11
173364	07/22/2024	Lead & Copper Rule Re	\$1,597.79	\$1,597.79	60-60-00-5175	Engineering		\$1,597.79
							Totals:	\$1,597.79
Land s End Business Outfitters	Computer Check 28739	07/24/2024	07/24/2024 Posted	\$2,870.45	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$2,870.45	\$2,870.45 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
SIN12171523	07/03/2024	Logo Water Bottles	\$2,870.45	\$2,870.45	60-60-00-5169	Communications - Public Outrea		\$1,865.79
SIN12171523	07/03/2024	Logo Water Bottles	\$2,870.45	\$2,870.45	60-61-00-5169	Communications - Public Outrea		\$1,004.66
							Totals:	\$2,870.45
M Gilmore Electric LLC	Computer Check 28740	07/24/2024	07/24/2024 Posted	\$690.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$690.00	\$690.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
3906	07/22/2024	TV Install & Wiring	\$690.00	\$690.00	60-60-00-7759	WTP Building Construction/Filter		\$690.00
							Totals:	\$690.00
Mountain Peak Controls Inc.	Computer Check 28741	07/24/2024	07/24/2024 Posted	\$1,305.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$1,305.00	\$1,305.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
30613	07/17/2024	LS3 & Lagae LS- repair	\$1,305.00	\$1,305.00	60-61-00-5370	Collection - Repair and Maintena		\$1,305.00
							Totals:	\$1,305.00
Plum Creek Water Reclamation	Computer Check 28742	07/24/2024	07/24/2024 Posted	\$62,779.03	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$62,779.03	\$62,779.03 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
CPNMD0224	03/01/2024	Wastewater Treatment	\$60,695.70	\$60,695.70	60-61-00-5167	PCWRA Sewer Fees		\$60,695.70
							Totals:	\$60,695.70
RCPN0224	03/01/2024	Pond 16-February	\$2,083.33	\$2,083.33	60-60-00-5205	Reuse Pumping		\$2,083.33
							Totals:	\$2,083.33
PURCHASE POWER	Computer Check 28743	07/24/2024	07/24/2024 Posted	\$502.25	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$502.25	\$502.25 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
8000-9090-0231-7639	07/11/2024	Postage Meter Refill	\$502.25	\$502.25	60-60-00-5221	Postage & Freight		\$326.46



# 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	
8000-9090-0231-7639	07/11/2024	Postage Meter Refill	\$502.25	\$502.25	60-61-00-5221	Postage & Freight		\$175.79
						<i>Totals:</i>		\$502.25
QP Services LLC	Computer Check 28744	07/24/2024	07/24/2024 Posted	\$14,465.46	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$14,465.46	\$14,465.46 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
PJINV001446	06/30/2024	Village Square MH Rep	\$2,498.41	\$2,498.41	60-61-00-5370	Collection - Repair and Maintena		\$2,498.41
						<i>Totals:</i>		\$2,498.41
PJINV001468	06/30/2024	MH Rehab	\$11,967.05	\$11,967.05	60-61-00-5370	Collection - Repair and Maintena		\$11,967.05
						<i>Totals:</i>		\$11,967.05
TW Summit Corporation	Computer Check 28745	07/24/2024	07/24/2024 Posted	\$26,721.59	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$26,721.59	\$26,721.59 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
32351	07/19/2024	Hydrant Inspection, Me	\$22,236.39	\$22,236.39	60-60-00-5360	Water Distribution R&M		\$22,236.39
						<i>Totals:</i>		\$22,236.39
32362	07/23/2024	Hydrant Repair-8525 V	\$4,485.20	\$4,485.20	60-60-00-5360	Water Distribution R&M		\$4,485.20
						<i>Totals:</i>		\$4,485.20
VIP Video Productions	Computer Check 28746	07/24/2024	07/24/2024 Posted	\$2,100.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$2,100.00	\$2,100.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
9341	07/20/2024	Board Meetings- Videc	\$2,100.00	\$2,100.00	60-60-00-5169	Communications - Public Outrea		\$1,365.00
9341	07/20/2024	Board Meetings- Videc	\$2,100.00	\$2,100.00	60-61-00-5169	Communications - Public Outrea		\$735.00
						<i>Totals:</i>		\$2,100.00
Xerox Financial Services	Computer Check 28747	07/24/2024	07/24/2024 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	
5993429	07/12/2024	Copy Machine Lease-Ji	\$470.00	\$470.00	60-60-00-5222	Printing & Copying		\$305.50
5993429	07/12/2024	Copy Machine Lease-Ji	\$470.00	\$470.00	60-61-00-5222	Printing & Copying		\$164.50
						<i>Totals:</i>		\$470.00
Mike Demarco	One-Time Check 28749	07/24/2024	07/24/2024 Posted	\$375.00	60-00-00-1127 60-60-00-5360	Citywide Bank Water Distribution R&	\$0.00 \$375.00	\$375.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
	07/24/2024		\$0.00	\$0.00	60-60-00-5360	Water Distribution R&M		\$375.00
						<i>Totals:</i>		\$375.00

# 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
Tom Norris	One-Time Check 28750	07/24/2024	07/24/2024 Posted	\$545.73	60-00-00-1127	Citywide Bank	\$0.00	\$545.73
					60-60-00-5360	Water Distribution R&M	\$545.73	\$0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
	07/24/2024		\$0.00	\$0.00	60-60-00-5360	Water Distribution R&M		\$545.73
<i>Totals:</i>								\$545.73
Mike Demarco	One-Time Check - vo 28748	07/24/2024	07/24/2024 Do not post	\$375.00	60-00-00-1127	Citywide Bank	\$0.00	\$375.00
					60-60-00-5360	Water Distribution R&M	\$375.00	\$0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
	07/24/2024		\$0.00	\$0.00	60-60-00-5360	Water Distribution R&M		\$375.00
<i>Totals:</i>								\$375.00
American Security Professional	Computer Check 28751	08/08/2024	08/08/2024 Not yet posted	\$1,125.00	60-00-00-1127	Citywide Bank	\$0.00	\$1,125.00
					60-00-00-2100	Accounts Payable Co	\$1,125.00	\$0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
29242	06/26/2024	Service Call	\$1,125.00	\$1,125.00	60-60-00-5201	Telephone/Alarms		\$731.25
29242	06/26/2024	Service Call	\$1,125.00	\$1,125.00	60-61-00-5201	Telephone/Alarms		\$393.75
<i>Totals:</i>								\$1,125.00
AtoZ Complete Home Repair	Computer Check 28752	08/08/2024	08/08/2024 Not yet posted	\$8,990.00	60-00-00-1127	Citywide Bank	\$0.00	\$8,990.00
					60-00-00-2100	Accounts Payable Co	\$8,990.00	\$0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
24-2076	06/11/2024	Carpet Replacement- 7	\$8,990.00	\$8,990.00	60-60-00-7759	WTP Building Construction/Filter		\$8,990.00
<i>Totals:</i>								\$8,990.00
Backflow Secure; Management	Computer Check 28753	08/08/2024	08/08/2024 Not yet 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
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
812	08/01/2024	Backflow Services Prog	\$9,000.00	\$9,000.00	60-60-00-5417	Professional Svcs - Backflow Proc		\$9,000.00
<i>Totals:</i>								\$9,000.00
Castle Pines Connection	Computer Check 28754	08/08/2024	08/08/2024 Not yet posted	\$2,000.00	60-00-00-1127	Citywide Bank	\$0.00	\$2,000.00
					60-00-00-2100	Accounts Payable Co	\$2,000.00	\$0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
14198	08/01/2024	Full Page Ad	\$2,000.00	\$2,000.00	60-60-00-5169	Communications - Public Outreach		\$1,300.00
14198	08/01/2024	Full Page Ad	\$2,000.00	\$2,000.00	60-61-00-5169	Communications - Public Outreach		\$700.00
<i>Totals:</i>								\$2,000.00
CenturyLink	Computer Check	08/08/2024	08/08/2024	\$161.75	60-00-00-1127	Citywide Bank	\$0.00	\$161.75

# 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
	28755		Not yet posted		60-00-00-2100	Accounts Payable Co	\$161.75	\$0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
334174650	07/25/2024	Fire Alarm Phone Line-	\$161.75	\$161.75	60-60-00-5201	Telephone/Alarms		\$161.75
						<i>Totals:</i>		\$161.75
CO Dept of Public Health & En	Computer Check 28756	08/08/2024	08/08/2024 Not yet posted	\$14,421.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$14,421.00	\$14,421.00 \$0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
WUSA242308698	06/21/2024	LS 3 Improvements- Ca	\$2,361.00	\$2,361.00	60-61-00-7766	Waste Water - Lift Station Renov		\$2,361.00
						<i>Totals:</i>		\$2,361.00
WUDR242308699	06/21/2024	LS 3 Improvement-Cat	\$2,562.00	\$2,562.00	60-61-00-7766	Waste Water - Lift Station Renov		\$2,562.00
						<i>Totals:</i>		\$2,562.00
WUSA242308700	06/21/2024	LS 6 Expansion-Categc	\$3,776.00	\$3,776.00	60-61-00-7766	Waste Water - Lift Station Renov		\$3,776.00
						<i>Totals:</i>		\$3,776.00
WUDR242308701	06/21/2024	LS 6 Expansion-Categc	\$2,440.00	\$2,440.00	60-61-00-7766	Waste Water - Lift Station Renov		\$2,440.00
						<i>Totals:</i>		\$2,440.00
WUSA242308702	06/21/2024	LS 7 Improvements- Ca	\$1,574.00	\$1,574.00	60-61-00-7766	Waste Water - Lift Station Renov		\$1,574.00
						<i>Totals:</i>		\$1,574.00
WUDR242308703	06/21/2024	LS 7 Improvements- Ca	\$1,708.00	\$1,708.00	60-61-00-7766	Waste Water - Lift Station Renov		\$1,708.00
						<i>Totals:</i>		\$1,708.00
COMCAST	Computer Check 28757	08/08/2024	08/08/2024 Not yet posted	\$375.09	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$375.09	\$375.09 \$0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
8497202420365418	07/18/2024	HS Internet-WTP	\$375.09	\$375.09	60-60-00-5201	Telephone/Alarms		\$375.09
						<i>Totals:</i>		\$375.09
CORE Electric Coop	Computer Check 28758	08/08/2024	08/08/2024 Not yet posted	\$165,643.83	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$165,643.83	\$165,643.83 \$0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
23793000	08/05/2024	Electrical Service-July	\$165,643.83	\$165,643.83	60-60-00-5202	Electricity & Natural Gas		\$335.71
23793000	08/05/2024	Electrical Service-July	\$165,643.83	\$165,643.83	60-60-00-5206	Electricity for Well Pumping		\$138,307.81
23793000	08/05/2024	Electrical Service-July	\$165,643.83	\$165,643.83	60-60-00-5207	Electricity for WTP		\$16,726.88
23793000	08/05/2024	Electrical Service-July	\$165,643.83	\$165,643.83	60-60-00-5208	Electricity for Booster Pump Stati		\$2,410.67
23793000	08/05/2024	Electrical Service-July	\$165,643.83	\$165,643.83	60-60-00-5330	Water Treatment Plant R&M		\$105.60
23793000	08/05/2024	Electrical Service-July	\$165,643.83	\$165,643.83	60-61-00-5202	Electricity & Natural Gas		\$180.77
23793000	08/05/2024	Electrical Service-July	\$165,643.83	\$165,643.83	60-61-00-5209	Electricity for Wastewater Pumpir		\$7,576.39
						<i>Totals:</i>		\$165,643.83

# Castle Pines North Metro. District

## Cash Disbursement Journals

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Dana Kepner Co.	Computer Check 28759	08/08/2024	08/08/2024 Not yet posted	\$15,008.80	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$15,008.80	\$15,008.80 \$0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
1602027-00	07/25/2024	Meters & Parts	\$15,008.80	\$15,008.80	60-60-00-5226	Water Meters		\$15,008.80
<i>Totals:</i>								\$15,008.80
Elara Creatives	Computer Check 28760	08/08/2024	08/08/2024 Not yet posted	\$7,635.55	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$7,635.55	\$7,635.55 \$0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
2770DD99-0009	08/01/2024	Digital Marketing, Cor	\$7,635.55	\$7,635.55	60-60-00-5169	Communications - Public Outrea		\$4,963.11
2770DD99-0009	08/01/2024	Digital Marketing, Cor	\$7,635.55	\$7,635.55	60-61-00-5169	Communications - Public Outrea		\$2,672.44
<i>Totals:</i>								\$7,635.55
ENLIVE tv Services LLC	Computer Check 28761	08/08/2024	08/08/2024 Not yet posted	\$200.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$200.00	\$200.00 \$0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
0155	08/02/2024	CDN-Board Meetings-,	\$200.00	\$200.00	60-60-00-5169	Communications - Public Outrea		\$130.00
0155	08/02/2024	CDN-Board Meetings-,	\$200.00	\$200.00	60-61-00-5169	Communications - Public Outrea		\$70.00
<i>Totals:</i>								\$200.00
EPR	Computer Check 28762	08/08/2024	08/08/2024 Not yet posted	\$2,788.35	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$2,788.35	\$2,788.35 \$0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
3830	07/22/2024	6981 Hampton Ct- Cur	\$1,581.75	\$1,581.75	60-60-00-5360	Water Distribution R&M		\$1,581.75
<i>Totals:</i>								\$1,581.75
3831	07/22/2024	581 Sugarfoot Ct-Curb	\$1,206.60	\$1,206.60	60-60-00-5360	Water Distribution R&M		\$1,206.60
<i>Totals:</i>								\$1,206.60
Family Support Registry	Computer Check 28763	08/08/2024	08/08/2024 Not yet posted	\$286.50	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$286.50	\$286.50 \$0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
	07/31/2024	Wage Garnishment-FSI	\$286.50	\$286.50	60-00-00-2110	Misc Accounts Payable		\$286.50
<i>Totals:</i>								\$286.50
Greystone Technology Group	Computer Check 28764	08/08/2024	08/08/2024 Not yet posted	\$1,864.36	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$1,864.36	\$1,864.36 \$0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
87510	07/12/2024	Cloud Service-June	\$174.36	\$174.36	60-60-00-5166	Software Support		\$113.33
87510	07/12/2024	Cloud Service-June	\$174.36	\$174.36	60-61-00-5166	Software Support		\$61.03

# 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
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		
							<i>Totals:</i>	\$174.36
87801	08/01/2024	IT Service-August	\$1,690.00	\$1,690.00	60-60-00-5166	Software Support		\$1,098.50
87801	08/01/2024	IT Service-August	\$1,690.00	\$1,690.00	60-61-00-5166	Software Support		\$591.50
							<i>Totals:</i>	\$1,690.00
HBS	Computer Check 28765	08/08/2024	08/08/2024 Not yet posted	\$337.86	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$337.86	\$337.86 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		
FR4414882	07/31/2024	Trash Service-7404 Yor	\$337.86	\$337.86	60-60-00-5204	Trash Removal		\$219.61
FR4414882	07/31/2024	Trash Service-7404 Yor	\$337.86	\$337.86	60-61-00-5204	Trash Removal		\$118.25
							<i>Totals:</i>	\$337.86
Highlands Ranch Metro District	Computer Check 28766	08/08/2024	08/08/2024 Not yet posted	\$201.50	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$201.50	\$201.50 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		
97288-581	07/31/2024	Pump Station	\$201.50	\$201.50	60-60-00-5374	Centennial Delivery Charges		\$201.50
							<i>Totals:</i>	\$201.50
Jehn Water Consultants Inc.	Computer Check 28767	08/08/2024	08/08/2024 Not yet posted	\$8,240.88	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$8,240.88	\$8,240.88 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		
125.1/8-24	08/01/2024	General Water Rights	\$6,387.50	\$6,387.50	60-60-00-5167	Professional Services - Water Rig		\$6,387.50
							<i>Totals:</i>	\$6,387.50
125.6/8-24	08/01/2024	Resume Review	\$120.00	\$120.00	60-60-00-5167	Professional Services - Water Rig		\$120.00
							<i>Totals:</i>	\$120.00
871.1/8-24	08/01/2024	Hock Hocking Share-Jt	\$1,733.38	\$1,733.38	60-60-00-5316	Ditch/Land Rights Operating Exp		\$1,733.38
							<i>Totals:</i>	\$1,733.38
Level Engineering and Inspection	Computer Check 28768	08/08/2024	08/08/2024 Not yet posted	\$15,514.38	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$15,514.38	\$15,514.38 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		
2024-7	08/06/2024	Contract 17571-Gen Co	\$15,514.38	\$15,514.38	60-60-00-5164	Engineering Services		\$486.69
2024-7	08/06/2024	Contract 17571-Gen Co	\$15,514.38	\$15,514.38	60-60-00-5999	Parks, Trails and Open Space - IG		\$9,431.10
2024-7	08/06/2024	Contract 17571-Gen Co	\$15,514.38	\$15,514.38	60-61-00-5164	Engineering Services		\$262.06
2024-7	08/06/2024	Contract 17571-Gen Co	\$15,514.38	\$15,514.38	60-61-00-5410	Collection - Chemical Treatment		\$256.25
2024-7	08/06/2024	Contract 17571-Gen Co	\$15,514.38	\$15,514.38	60-61-00-5999	Parks, Trails and Open Space - IG		\$5,078.28
							<i>Totals:</i>	\$15,514.38
M Gilmore Electric LLC	Computer Check	08/08/2024	08/08/2024	\$4,865.00	60-00-00-1127	Citywide Bank	\$0.00	\$4,865.00

# 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
	28769		Not yet posted		60-00-00-2100	Accounts Payable Co	\$4,865.00	\$0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
3899	07/16/2024	3 Phase Starter	\$1,990.00	\$1,990.00	60-60-00-5330	Water Treatment Plant R&M		\$1,990.00
						<i>Totals:</i>		\$1,990.00
3848B	07/29/2024	Antenna & Conduit Sy:	\$2,875.00	\$2,875.00	60-60-00-5999	Parks, Trails and Open Space - IG		\$1,868.75
3848B	07/29/2024	Antenna & Conduit Sy:	\$2,875.00	\$2,875.00	60-61-00-5999	Parks, Trails and Open Space - IG		\$1,006.25
						<i>Totals:</i>		\$2,875.00
Mountain Peak Controls Inc.	Computer Check 28770	08/08/2024	08/08/2024 Not yet posted	\$3,255.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$3,255.00	\$3,255.00 \$0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
30636	08/02/2024	Submersible Level Trar	\$3,255.00	\$3,255.00	60-61-00-5370	Collection - Repair and Maintena		\$3,255.00
						<i>Totals:</i>		\$3,255.00
Plum Creek Water Reclamation	Computer Check 28771	08/08/2024	08/08/2024 Not yet posted	\$69,719.08	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$69,719.08	\$69,719.08 \$0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
CPNMD0724	08/01/2024	Wastewater Treatment	\$60,695.70	\$60,695.70	60-61-00-5167	PCWRA Sewer Fees		\$60,695.70
						<i>Totals:</i>		\$60,695.70
RCPN0724	08/01/2024	Pond 16-July	\$9,023.38	\$9,023.38	60-60-00-5205	Reuse Pumping		\$9,023.38
						<i>Totals:</i>		\$9,023.38
Resource Central	Computer Check 28772	08/08/2024	08/08/2024 Not yet posted	\$3,108.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$3,108.00	\$3,108.00 \$0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
6110	07/31/2024	Sprinkler Evaluations-	\$3,108.00	\$3,108.00	60-60-00-5170	Water Rebates		\$3,108.00
						<i>Totals:</i>		\$3,108.00
RubinBrown LLP	Computer Check 28773	08/08/2024	08/08/2024 Not yet posted	\$12,000.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$12,000.00	\$12,000.00 \$0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
1015430	07/31/2024	2023 Audit	\$12,000.00	\$12,000.00	60-60-00-5146	Audit		\$7,800.00
1015430	07/31/2024	2023 Audit	\$12,000.00	\$12,000.00	60-61-00-5146	Auditing		\$4,200.00
						<i>Totals:</i>		\$12,000.00
Security Central Inc.	Computer Check 28774	08/08/2024	08/08/2024 Not yet posted	\$345.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$345.00	\$345.00 \$0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
966699	07/25/2024	Service Call- Fire Alarm	\$345.00	\$345.00	60-60-00-5201	Telephone/Alarms		\$224.25

# 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	
966699	07/25/2024	Service Call- Fire Alarm	\$345.00	\$345.00	60-61-00-5201	Telephone/Alarms		\$120.75
						<i>Totals:</i>		\$345.00
Semocor Inc	Computer Check 28775	08/08/2024	08/08/2024 Not yet posted	\$73,861.84	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$73,861.84	\$73,861.84 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
6821	08/01/2024	ORC, WTP, LSs & Field	\$73,861.84	\$73,861.84	60-60-00-5147	Operations Staffing Contract		\$22,549.75
6821	08/01/2024	ORC, WTP, LSs & Field	\$73,861.84	\$73,861.84	60-60-00-5330	Water Treatment Plant R&M		\$19,227.79
6821	08/01/2024	ORC, WTP, LSs & Field	\$73,861.84	\$73,861.84	60-60-00-5360	Water Distribution R&M		\$349.27
6821	08/01/2024	ORC, WTP, LSs & Field	\$73,861.84	\$73,861.84	60-60-00-7756	WTP Filter Rehabilitation Program		\$20,179.78
6821	08/01/2024	ORC, WTP, LSs & Field	\$73,861.84	\$73,861.84	60-61-00-5147	Operations Staffing Contract		\$11,555.25
						<i>Totals:</i>		\$73,861.84
Seter, Vander Wall & Mielke, P.	Computer Check 28776	08/08/2024	08/08/2024 Not yet posted	\$7,479.90	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$7,479.90	\$7,479.90 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
87277	07/31/2024	Legal Service	\$7,479.90	\$7,479.90	60-60-00-5163	Legal Services		\$4,861.94
87277	07/31/2024	Legal Service	\$7,479.90	\$7,479.90	60-61-00-5163	Legal Services		\$2,617.96
						<i>Totals:</i>		\$7,479.90
Utility Notification Ctr CO	Computer Check 28777	08/08/2024	08/08/2024 Not yet posted	\$170.28	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$170.28	\$170.28 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
224070388	07/31/2024	Locate Service-July	\$170.28	\$170.28	60-60-00-5361	Underground Utility Locates		\$110.68
224070388	07/31/2024	Locate Service-July	\$170.28	\$170.28	60-61-00-5361	Underground Utility Locates		\$59.60
						<i>Totals:</i>		\$170.28
360 Underground Ltd	Computer Check 28778	08/21/2024	08/21/2024 Not yet posted	\$3,735.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$3,735.00	\$3,735.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
24125	08/20/2024	Locate Service-July 811	\$3,735.00	\$3,735.00	60-60-00-5361	Underground Utility Locates		\$2,427.75
24125	08/20/2024	Locate Service-July 811	\$3,735.00	\$3,735.00	60-61-00-5361	Underground Utility Locates		\$1,307.25
						<i>Totals:</i>		\$3,735.00
AIMS Team LLC	Computer Check 28779	08/21/2024	08/21/2024 Not yet posted	\$7,200.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$7,200.00	\$7,200.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
CPNMD-2023-06	08/16/2024	AIMS Road Map 2023	\$7,200.00	\$7,200.00	60-60-00-5161	Professional Services		\$4,680.00

# 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	
CPNMD-2023-06	08/16/2024	AIMS Road Map 2023	\$7,200.00	\$7,200.00	60-61-00-5161	Professional Services		\$2,520.00
							<i>Totals:</i>	\$7,200.00
AtoZ Complete Home Repair	Computer Check 28780	08/21/2024	08/21/2024 Not yet posted	\$6,531.04	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$6,531.04	\$6,531.04 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
24-2090	08/20/2024	Siding-Material & Inst	\$6,531.04	\$6,531.04	60-60-00-5360	Water Distribution R&M		\$6,531.04
							<i>Totals:</i>	\$6,531.04
Castle Pines Chamber of Comn	Computer Check 28781	08/21/2024	08/21/2024 Not yet posted	\$10,000.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$10,000.00	\$10,000.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
3883	08/01/2024	2024 Patron Membersh	\$10,000.00	\$10,000.00	60-60-00-5169	Communications - Public Outrea		\$6,500.00
3883	08/01/2024	2024 Patron Membersh	\$10,000.00	\$10,000.00	60-61-00-5169	Communications - Public Outrea		\$3,500.00
							<i>Totals:</i>	\$10,000.00
Colorado Dept of Public Health	Computer Check 28782	08/21/2024	08/21/2024 Not yet posted	\$768.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$768.00	\$768.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
FGD20240299	08/12/2024	Drinking Water Fee Jul	\$768.00	\$768.00	60-60-00-5330	Water Treatment Plant R&M		\$768.00
							<i>Totals:</i>	\$768.00
Comcast Business	Computer Check 28783	08/21/2024	08/21/2024 Not yet posted	\$772.70	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$772.70	\$772.70 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
211843779	08/01/2024	Ethernet Internet-7404	\$772.70	\$772.70	60-60-00-5201	Telephone/Alarms		\$502.26
211843779	08/01/2024	Ethernet Internet-7404	\$772.70	\$772.70	60-61-00-5201	Telephone/Alarms		\$270.44
							<i>Totals:</i>	\$772.70
Community Resource Services	Computer Check 28784	08/21/2024	08/21/2024 Not yet posted	\$44,380.50	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$44,380.50	\$44,380.50 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
	07/31/2024	Finance & Billing Servic	\$44,380.50	\$44,380.50	60-60-00-5145	Accounting and Payroll		\$28,847.33
	07/31/2024	Finance & Billing Servic	\$44,380.50	\$44,380.50	60-61-00-5145	Accounting and Payroll		\$15,533.17
							<i>Totals:</i>	\$44,380.50
DTC Print Brokers	Computer Check 28785	08/21/2024	08/21/2024 Not yet posted	\$795.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$795.00	\$795.00 \$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
2324	08/08/2024	Bill Inserts-7/31/24 Bill	\$795.00	\$795.00	60-60-00-5169	Communications - Public Outrea		\$516.75
2324	08/08/2024	Bill Inserts-7/31/24 Bill	\$795.00	\$795.00	60-61-00-5169	Communications - Public Outrea		\$278.25
<i>Totals:</i>								\$795.00
Family Support Registry	Computer Check 28786	08/21/2024	08/21/2024 Not yet 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
	08/15/2024	Wage Garnishment-FS	\$286.50	\$286.50	60-00-00-2110	Misc Accounts Payable		\$286.50
<i>Totals:</i>								\$286.50
First Rate Fence & Supply	Computer Check 28787	08/21/2024	08/21/2024 Not yet posted	\$5,878.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$5,878.00	\$5,878.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
1983	07/22/2024	Ornamental Fence	\$5,878.00	\$5,878.00	60-60-00-5230	Miscellaneous Expenses		\$3,820.70
1983	07/22/2024	Ornamental Fence	\$5,878.00	\$5,878.00	60-61-00-5230	Miscellaneous Expenses		\$2,057.30
<i>Totals:</i>								\$5,878.00
Hach Company	Computer Check 28788	08/21/2024	08/21/2024 Not yet posted	\$36,962.11	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$36,962.11	\$36,962.11 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
14138125	08/07/2024	Claros 2DigSensors	\$36,962.11	\$36,962.11	60-60-00-7756	WTP Filter Rehabilitation Program		\$36,962.11
<i>Totals:</i>								\$36,962.11
Hamre Rodriguez Ostrander	Computer Check 28789	08/21/2024	08/21/2024 Not yet posted	\$348.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$348.00	\$348.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
15188	07/31/2024	Legal Service-Water Ri	\$348.00	\$348.00	60-60-00-5400	Professional Svcs - Water Rights		\$348.00
<i>Totals:</i>								\$348.00
JAN PRO Cleaning Systems of C	Computer Check 28790	08/21/2024	08/21/2024 Not yet 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
288139	08/01/2024	Janitorial Service-CC-A	\$788.00	\$788.00	60-60-00-5229	Building Cleaning Expenses		\$512.20
288139	08/01/2024	Janitorial Service-CC-A	\$788.00	\$788.00	60-61-00-5229	Building Cleaning Expenses		\$275.80
<i>Totals:</i>								\$788.00
M Gilmore Electric LLC	Computer Check 28791	08/21/2024	08/21/2024 Not yet posted	\$3,750.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$3,750.00	\$3,750.00 \$0.00

# Castle Pines North Metro. District

## Cash Disbursement Journals

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
3939	08/16/2024	Conduit System LS3- A	\$610.00	\$610.00	60-61-00-5370	Collection - Repair and Maintena		\$610.00
						<i>Totals:</i>		\$610.00
3940	08/16/2024	WTP-Motion Sensors &	\$2,000.00	\$2,000.00	60-60-00-5330	Water Treatment Plant R&M		\$2,000.00
						<i>Totals:</i>		\$2,000.00
3941	08/16/2024	WTP-Electrical Panels-	\$1,140.00	\$1,140.00	60-60-00-5330	Water Treatment Plant R&M		\$1,140.00
						<i>Totals:</i>		\$1,140.00
Mountain Peak Controls Inc.	Computer Check 28792	08/21/2024	08/21/2024 Not yet posted	\$1,450.00	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$1,450.00	\$1,450.00 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
30658	08/21/2024	A5-Ignition System	\$725.00	\$725.00	60-60-00-5320	Wells R&M		\$725.00
						<i>Totals:</i>		\$725.00
30663	08/21/2024	Ignition Gateway Reset	\$290.00	\$290.00	60-60-00-5320	Wells R&M		\$290.00
						<i>Totals:</i>		\$290.00
30665	08/21/2024	BW Supply Pump Trou	\$435.00	\$435.00	60-60-00-5330	Water Treatment Plant R&M		\$435.00
						<i>Totals:</i>		\$435.00
Office Depot Business Credit	Computer Check 28793	08/21/2024	08/21/2024 Not yet posted	\$213.61	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$213.61	\$213.61 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
6011566601198660	08/06/2024	Office Supplies	\$213.61	\$213.61	60-60-00-5235	Office Furniture/Equipment		\$138.85
6011566601198660	08/06/2024	Office Supplies	\$213.61	\$213.61	60-61-00-5235	Office Furniture/Equipment		\$74.76
						<i>Totals:</i>		\$213.61
Pathian Administrators	Computer Check 28794	08/21/2024	08/21/2024 Not yet posted	\$77.98	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$77.98	\$77.98 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
201483	08/09/2024	Vision Insurance	\$77.98	\$77.98	60-60-00-5124	Employer Contr. Health Insurance		\$50.69
201483	08/09/2024	Vision Insurance	\$77.98	\$77.98	60-61-00-5124	Employer Contr. Health Insurance		\$27.29
						<i>Totals:</i>		\$77.98
Principle Electric	Computer Check 28795	08/21/2024	08/21/2024 Not yet posted	\$6,486.60	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$6,486.60	\$6,486.60 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount
2239	02/14/2024	Control Panel Heaters	\$1,786.60	\$1,786.60	60-60-00-5320	Wells R&M		\$1,786.60
						<i>Totals:</i>		\$1,786.60
2458	08/13/2024	Reinstalled Tank Door	\$275.00	\$275.00	60-60-00-5360	Water Distribution R&M		\$275.00
						<i>Totals:</i>		\$275.00

## 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	
2459	08/13/2024	Replace Flex Conduit	\$625.00	\$625.00	60-61-00-5370	Collection - Repair and Maintena		\$625.00
						<i>Totals:</i>		\$625.00
2461	08/13/2024	Pump Motor Starter Re	\$1,325.00	\$1,325.00	60-61-00-5370	Collection - Repair and Maintena		\$1,325.00
						<i>Totals:</i>		\$1,325.00
2462	08/13/2024	Replace GFCI & Wiring	\$350.00	\$350.00	60-61-00-5370	Collection - Repair and Maintena		\$350.00
						<i>Totals:</i>		\$350.00
2463	08/13/2024	LS7 Repairs	\$2,125.00	\$2,125.00	60-61-00-5370	Collection - Repair and Maintena		\$2,125.00
						<i>Totals:</i>		\$2,125.00
QP Services LLC	Computer Check 28796	08/21/2024	08/21/2024 Not yet posted	\$38,948.65	60-00-00-1127 60-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$38,948.65	\$38,948.65 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
PJINV001531	07/31/2024	2024 MH Rehab	\$38,948.65	\$38,948.65	60-61-00-5360	Collection - Station Jetting		\$38,948.65
						<i>Totals:</i>		\$38,948.65
Xerox Financial Services	Computer Check 28797	08/21/2024	08/21/2024 Not yet 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	
6098590	08/12/2024	Copy Machine Lease-A	\$470.00	\$470.00	60-60-00-5222	Printing & Copying		\$305.50
6098590	08/12/2024	Copy Machine Lease-A	\$470.00	\$470.00	60-61-00-5222	Printing & Copying		\$164.50
						<i>Totals:</i>		\$470.00
Bradley & Belinda Self	One-Time Check 28798	08/21/2024	08/21/2024 Not yet posted	\$103.89	60-00-00-1127 60-60-00-4409	Citywide Bank Refunds	\$0.00 \$103.89	\$103.89 \$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
	08/21/2024		\$0.00	\$0.00	60-60-00-4409	Refunds		\$103.89
						<i>Totals:</i>		\$103.89

**Grand Totals:** \$851,906.14 \$851,906.14 \$851,906.14

A total of 69 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	\$851,906.14
60-00-00-2100	Accounts Payable Control	\$850,506.52	\$850,506.52
60-00-00-2110	Misc Accounts Payable	\$573.00	\$0.00
60-60-00-4409	Refunds	\$103.89	\$0.00
60-60-00-5124	Employer Contr. Health Insurance	\$264.84	\$0.00
60-60-00-5145	Accounting and Payroll	\$28,847.33	\$0.00
60-60-00-5146	Audit	\$7,800.00	\$0.00
60-60-00-5147	Operations Staffing Contract	\$22,549.75	\$0.00
60-60-00-5161	Professional Services	\$4,680.00	\$0.00
60-60-00-5163	Legal Services	\$4,861.94	\$0.00
60-60-00-5164	Engineering Services	\$486.69	\$0.00
60-60-00-5165	Engineering Services Reimbursable	\$1,953.64	\$0.00
60-60-00-5166	Software Support	\$1,211.83	\$0.00
60-60-00-5167	Professional Services - Water Rights	\$6,507.50	\$0.00
60-60-00-5169	Communications - Public Outreach	\$17,070.65	\$0.00
60-60-00-5170	Water Rebates	\$3,108.00	\$0.00
60-60-00-5175	Engineering	\$7,881.56	\$0.00
60-60-00-5201	Telephone/Alarms	\$2,496.86	\$0.00
60-60-00-5202	Electricity & Natural Gas	\$335.71	\$0.00
60-60-00-5204	Trash Removal	\$219.61	\$0.00
60-60-00-5205	Reuse Pumping	\$11,106.71	\$0.00
60-60-00-5206	Electricity for Well Pumping	\$138,307.81	\$0.00
60-60-00-5207	Electricity for WTP	\$16,726.88	\$0.00
60-60-00-5208	Electricity for Booster Pump Station	\$2,410.67	\$0.00
60-60-00-5221	Postage & Freight	\$326.46	\$0.00
60-60-00-5222	Printing & Copying	\$611.00	\$0.00
60-60-00-5226	Water Meters	\$15,008.80	\$0.00
60-60-00-5229	Building Cleaning Expenses	\$512.20	\$0.00
60-60-00-5230	Miscellaneous Expenses	\$3,820.70	\$0.00
60-60-00-5235	Office Furniture/Equipment	\$138.85	\$0.00
60-60-00-5316	Ditch/Land Rights Operating Expenses	\$1,733.38	\$0.00
60-60-00-5320	Wells R&M	\$2,801.60	\$0.00
60-60-00-5330	Water Treatment Plant R&M	\$25,666.39	\$0.00
60-60-00-5360	Water Distribution R&M	\$40,556.44	\$0.00
60-60-00-5361	Underground Utility Locates	\$5,629.18	\$0.00
60-60-00-5374	Centennial Delivery Charges	\$201.50	\$0.00
60-60-00-5400	Professional Svcs - Water Rights Hamre,	\$684.00	\$0.00
60-60-00-5417	Professional Svcs - Backflow Program	\$18,000.00	\$0.00
60-60-00-5999	Parks, Trails and Open Space - IGA experi	\$11,299.85	\$0.00

## Castle Pines North Metro. District

### Cash Disbursement Journals

60-60-00-7754	Backwash Reclaim Tank Upgrade	\$17,982.14	\$0.00
60-60-00-7755	WTP Site Plan / O&M Manual Developm	\$18,836.02	\$0.00
60-60-00-7756	WTP Filter Rehabilitation Program	\$57,141.89	\$0.00
60-60-00-7757	WTP Process Tank Rehab	\$5,123.74	\$0.00
60-60-00-7759	WTP Building Construction/Filter room/C	\$16,447.47	\$0.00
60-60-00-7760	Well Control Vault Rehab Program	\$7,614.26	\$0.00
60-60-00-7767	Monarch Waterline Replacement Project	\$5,692.88	\$0.00
60-60-00-7768	Yorkshire Water Line Replacement Proje	\$1,434.54	\$0.00
60-61-00-5124	Employer Contr. Health Insurance	\$142.60	\$0.00
60-61-00-5145	Accounting and Payroll	\$15,533.17	\$0.00
60-61-00-5146	Auditing	\$4,200.00	\$0.00
60-61-00-5147	Operations Staffing Contract	\$11,555.25	\$0.00
60-61-00-5161	Professional Services	\$2,520.00	\$0.00
60-61-00-5163	Legal Services	\$2,617.96	\$0.00
60-61-00-5164	Engineering Services	\$3,334.04	\$0.00
60-61-00-5166	Software Support	\$652.53	\$0.00
60-61-00-5167	PCWRA Sewer Fees	\$121,391.40	\$0.00
60-61-00-5169	Communications - Public Outreach	\$8,960.35	\$0.00
60-61-00-5201	Telephone/Alarms	\$1,055.38	\$0.00
60-61-00-5202	Electricity & Natural Gas	\$180.77	\$0.00
60-61-00-5204	Trash Removal	\$118.25	\$0.00
60-61-00-5209	Electricity for Wastewater Pumping	\$7,576.39	\$0.00
60-61-00-5221	Postage & Freight	\$175.79	\$0.00
60-61-00-5222	Printing & Copying	\$329.00	\$0.00
60-61-00-5229	Building Cleaning Expenses	\$275.80	\$0.00
60-61-00-5230	Miscellaneous Expenses	\$2,057.30	\$0.00
60-61-00-5235	Office Furniture/Equipment	\$74.76	\$0.00
60-61-00-5360	Collection - Station Jetting	\$38,948.65	\$0.00
60-61-00-5361	Underground Utility Locates	\$3,031.10	\$0.00
60-61-00-5370	Collection - Repair and Maintenance	\$24,060.46	\$0.00
60-61-00-5410	Collection - Chemical Treatment	\$256.25	\$0.00
60-61-00-5999	Parks, Trails and Open Space - IGA experi	\$6,084.53	\$0.00
60-61-00-7766	Waste Water - Lift Station Renovations	\$60,006.25	\$0.00

# Accounts Receivable Summary

From 07/01/2024 Through 07/31/2024

<b>OPEN BALANCE</b>							<b>Balance</b>
	1,114,706.30						1,114,706.30
<b>MONTHLY-Adjustment</b>	<b>Amount</b>		<b>Usage</b>		<b>Count</b>		
WATER	-5,915.77		0.00		30		1,108,790.53
WAT.Penalty	-25.00		0.00		1		1,108,765.53
***Total Adjustment	-5,940.77		0.00		31		
<b>MONTHLY-Charge</b>	<b>Minimum</b>	<b>Overage</b>	<b>Usage</b>		<b>Count</b>	<b>Total</b>	
WATER	0.00	657,518.84	111,770,000.00		4,060	657,518.84	1,766,284.37
SEWER	0.00	132,296.90	18,886,643.00		3,960	132,296.90	1,898,581.27
CAP MAINT WT	151,041.98	0.00	0.00		4,058	151,041.98	2,049,623.25
CUST CHG WTR	48,142.96	0.00	0.00		4,058	48,142.96	2,097,766.21
CUST CHG SWR	56,914.15	0.00	0.00		3,959	56,914.15	2,154,680.36
***Total Charge	256,099.09	789,815.74	130,656,643.00		20,095	1,045,914.83	
<b>MONTHLY-Penalty</b>	<b>Amount</b>				<b>Count</b>		
WATER	2,075.00				83		2,156,755.36
SEWER	75.00				86		2,156,830.36
CAP MAINT WT	0.00				86		2,156,830.36
CUST CHG WTR	0.00				86		2,156,830.36
CUST CHG SWR	0.00				86		2,156,830.36
***Total Penalty	2,150.00				427		
<b>MONTHLY-Payment</b>	<b>Amount</b>				<b>Count</b>		
WATER	-538,025.15				4,011		1,618,805.21
WATER Miscellaneous	-36.00						1,618,769.21
SEWER	-134,017.32				3,739		1,484,751.89
DRAINAGE	-16.13				3		1,484,735.76
CAP MAINT WT	-155,537.92				3,844		1,329,197.84

CUST CHG WTR	-49,309.58	3,831	1,279,888.26
CUST CHG SWR	-58,288.50	3,718	1,221,599.76
WAT.Penalty	-2,797.82		1,218,801.94
SEW.Penalty	-325.00		1,218,476.94
***Total Payments	<u>-938,353.42</u>	<u>19,146</u>	

<u>MONTHLY-Return Check</u>	<u>Amount</u>	<u>Count</u>	<u>Balance</u>
WATER	39.76	1	1,218,516.70
SEWER	6.92	1	1,218,523.62
CAP MAINT WT	31.05	1	1,218,554.67
CUST CHG WTR	11.75	1	1,218,566.42
CUST CHG SWR	14.25	1	1,218,580.67
***Total Return Check	<u>103.73</u>	<u>5</u>	

<u>MONTHLY-Refund</u>	<u>Amount</u>	<u>Count</u>	
WATER	77.05	1	1,218,657.72
***Total Refund	<u>77.05</u>	<u>1</u>	

**Closing Balance**      1,218,657.72

July 26, 2024

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

Subject: Budget Amendment No. 2 – Lift Stations Upgrades  
Castle Pines North Metropolitan District  
KJ Job# 2246035\*00

Dear Nathan:

This letter is to request a budget increase amendment for the Lift Station Upgrades project. The initial project scope, along with Amendment 1 for Final Design and Bidding, was developed before the District received a Cease-and-Desist Order from the Colorado Department of Public Health and Environment (CDPHE). This order necessitated a more rigorous focus on the condition of the lift stations to meet CDPHE requirements. An alignment analysis to eliminate Lift Station 2 was also conducted after the project was initially scoped. As a result, a gravity line re-routing flow from Lift Station 2 to Lift Station 1 was decided on. This required further alignment analysis, surveying, and final design for the gravity line. After site visits and preliminary design work, we were also able to refine scope items. The following paragraphs describe out of scope work that has been performed or will need to be performed for project completion:

### **Phase 1 – Project Management**

This item includes 60 hours for additional budget reviews and sub-consultant invoice reviews due to a longer project schedule. The original proposal assumed bidding the entire project in August 2024. As part of the Cease-and-Desist order with CDPHE, the project will be bid as two separate scopes, with Scope A being completed with construction in March 2027 and Scope B being completed with construction in July 2027.

### **Phase 4 – Alignment Analysis**

#### **Eliminate LS2 and Redirect Flow to LS1**

The initial proposal assumed redirecting flows from LS1 and LS2 to LS5. However, after receiving the survey, it was determined that a new gravity line between LS2 and LS5 was not feasible due to utility conflicts and crowding in Hidden Point Blvd. The large amount of required emergency overflow storage at LS5 also posed feasibility issues if LS1 and LS2 both flowed to LS5. This required additional alignment analysis to evaluate the feasibility of re-routing flow from Basin 2 to LS1.

### **Phase 5 – Final Design**

#### **Structural Analysis/Design Scope A**

Due to the LS2 flow being re-directed to LS1 instead of to LS5, the pumps at LS1 needed to be upsized. The new, larger pumps required a different layout inside the building. Consequently, the back-up generator was relocated to a new concrete pad outside of the building and a structural analysis for



new pipe penetrations in the floor and the heavier pump skid was performed. Additionally, a structural analysis was conducted for the dry well pipe penetrations for the gravity line from LS2.

### Structural Analysis/Design Scope B

A structural analysis will be required at LS3 for the new backup pump skid that will be located inside the existing building, including pipe penetrations in the floor and wet well wall for suction and discharge piping. To move the existing backup generator from inside the building to the outside, a structurally designed concrete pad will also be required.

### Geotechnical Report

Kumar prepared the preliminary Geotechnical Report, which included an initial Geotechnical analysis for all lift stations. However, the final report required division into two separate reports, one for Scope A and one for Scope B. Time is also included for a review of the final reports.

### Modifications to the LS1 Wet Well

The original proposal assumed the existing wet well would stay the same at LS1 and the existing dry well could be converted into overflow storage. Due to the pumps being upsized, the dry well at LS1 will be converted to a wet well, and the existing wet well will be sealed off to meet electrical code since the access hatch is located inside the pump building. Overflow storage calculations had to be revised and the vaults had to be re-sized also.

### 3D Drawing Base for LS1 and LS3

The initial proposal assumed that the new pumps at LS1 would match the existing ones, and the generator would be located outside at LS3. However, the pumps at LS1 turned out to be larger than the existing ones. To ensure that the larger pumps would fit, a detailed drawing was created using 3D modeling software for the entire station. At LS3, the backup generator will be relocated outside, and the full station backup pump skid will occupy the current generator location. The 3D modeling effort was essential for visualizing and planning these changes.

### HVAC Improvements at LS1 and LS3

The electrical engineer recommends HVAC improvements at LS1 and LS3. At LS1, the gas heater will be replaced with an electric heater and the existing louvers and fan will be revised since the station will no longer have the natural gas engine driven pumps. At LS3, the fan in the pump galley will be replaced.

### New Generator Located Outside at LS1

Since the pumps at LS1 were upsized to accept gravity flow from Basin 2, the footprint of the new pumps is larger than the existing pumps. This required re-locating the backup generator outside of the building. The generator will require a structurally designed concrete pad and fence around it for security.

### Additional Utility Locates and Survey

Additional utility locates and survey were required between LS2 and LS1 for the gravity line redirecting flow from Basin 2 to LS1. It was also determined that a section of existing force main between LS2 and LS3 will be replaced as part of this project due to multiple breaks in the line. Due to this added scope,

additional utility locates and survey were required for the section of the force main between LS2 and LS3 that will be replaced.

#### Coordinating Potholes

Additional time was incurred for coordinating the potholing in Serena Drive and Hidden Point Blvd because UCS ran into 24" thick concrete. QPS also had difficulty potholing in this area. It is unknown if there is flow fill in the utility trenches or cement-treated subgrade below the asphalt pavement.

#### Design of Gravity Sewer from LS2 to LS1

The original proposal did not include time for designing a gravity sewer. Time was only included to evaluate potential alignments since it had not been determined if eliminating a lift station was feasible.

#### Xcel Encroachment Application

The new gravity sewer from LS2 to LS1 and the new force main between LS2 and L3 crosses property owned by Xcel. Xcel requires an Encroachment Application process to be completed for utilities requesting an easement. This involves filling out an application, creating exhibits for Xcel's approval, and coordination with Xcel for approval.

#### Re-design of Gravity Sewer from LS2 to LS1

The proposed sanitary alignment from LS2 to LS1 was set using 811 mapping, District key maps, record drawings, utility locates, and design survey information. Pothole locations were determined based on this design. During potholing, it was determined that there are utility conflicts near LS1 that prevented gravity flow. After 60% design, because of this new information, KJ completed a re-design of the area where the proposed sanitary line enters the LS1 wet well.

#### Grading Plan

During Final Design, it was determined that LS5 would require additional grading to allow enough space for a vac truck to access the emergency overflow storage vaults at the site. The existing circle driveway at LS5 will be removed and replaced with a larger concrete pad that allows ample space for a vac truck to turn around at the site.

#### Environmental Analysis

The gravity line from LS2 to LS1 crosses a small tributary which will require an environmental analysis and permitting assistance. This includes a wetland delineation, T&E habitat assessment/ESA compliance, cultural resources reviews/NHPA compliance, and CWA Section 404 Corps permitting (assuming NWP authorization). ERO provided a quote of \$10,400 to complete this work.

#### Coordination/Meetings for Scope B

The original proposal assumed all seven lift stations would be included in one combined package for 60% and 90% design. Since LS3, LS4, LS6, and LS7 will be a separate scope, there will be additional time for the Scope B 60% and 90% drawing reviews.

### Contract Documents

Scope B will require a separate set of contract documents and project specifications. The documents will utilize work done on Scope A, but will still require revisions to site numbers, dates, locations, and project specific specifications.

### Permitting and Site Application for LS1

Since the LS1 pumps were upsized, they fall under Section 22.9 for a new lift station for CDPHE permitting. This requires additional documentation, agency reviews, and coordination to receive CDPHE approval for the Site Location Application and Basis of Design Report.

### District and City Reviews QA/QC

Since the project was split into two separate scopes for Final Design and Bidding, there will be additional reviews with the District and City as the two separate project scopes move to 100% Design.

### **Phase 6– Bidding Scope B**

The following tasks are for the Scope B lift stations bid package. The original proposal assumed one bid package would be issued that would have included the work for all seven lift stations.

#### Advertise for Bids

Prepare an advertisement for bids to be placed in a paper of local circulation.

#### Prepare and Distribute Bid Documents

Plans and Contract Documents will be printed and distributed to prospective bidders or posted to a web-based bidding site.

#### Prepare Addenda, if needed

Based on questions from contractors, addenda to the contract documents may need to be prepared and distributed to all plan holders. Time for preparation of three (3) addendum has been included in this proposal.

#### Assistance to Contractors / Suppliers Prior to Bid

Contractors and material suppliers will have questions regarding the project prior to the bid. Time has been estimated for these questions.

#### Bid Opening

Conduct bid opening at the District office and prepare bid tabulation. Present results to the District for review.

#### Evaluate Bid Proposals

Evaluate bid proposals and qualifications and provide information to the District.

Prepare Contract Documents for Signature and Execution

Prepare Notice of Award based on the District’s direction and review the bond and insurance information provided by the Contractor. This item also includes coordinating with the District and the Contractor for completing all required signatures.

**COMPENSATION**

The following table summarizes the additional costs. Refer to the attached spreadsheet for more detailed information.

<b>Phase</b>	<b>Additional Budget</b>
<b>Phase 1 – Project Management</b>	\$12,912
<b>Phase 4 – Alignment Analysis</b>	\$13,048
<b>Phase 5 – Final Design</b>	
Structural Analysis/Design for Scope A	\$32,524
Structural Analysis/Design for Scope B	\$17,182
Geotechnical Report	\$2,096
Modifications to the LS1 Wet Well	\$1,188
3D Drawing Base for LS1 and LS3	\$2,572
HVAC Improvements at LS1 and LS3	\$1,592
New Generator Located Outside at LS1	\$1,122
Additional Utility Locates and Survey	\$13,652
Coordinating Potholes	\$920
Design of Gravity Sewer from LS2 to LS1	\$7,728
Xcel Encroachment Application	\$4,432
Re-design of Gravity Sewer from LS2 to LS1	\$2,376
Grading Plan for LS5	\$2,376
Environmental Analysis	\$11,686
Coordination/Meetings- Scope B	\$3,652
Contract Documents	\$7,216
Permitting & Site Application for LS1	\$2,634
District & City Reviews QA/QC	\$10,600
<b>Phase 6 - Bidding Scope B</b>	\$19,320
<b>SUBTOTAL</b>	<b>\$ 170,828</b>
<i>3% communications charge</i>	<i>\$ 4,210</i>
<b>TOTAL</b>	<b>\$ 175,038</b>

**COST SUMMARY**

Original Contract Amount:	\$83,200
Amendment No. 1:	\$377,022
Amendment No. 2:	\$175,038
<b>New Contract Amount:</b>	<b>\$635,260</b>

Mr. Nathan Travis  
Castle Pines North Metropolitan District  
July 26, 2024  
Page 6

**CLOSURE**

We sincerely appreciate the opportunity to provide this proposal. If it is acceptable, we ask that you sign both copies, retaining one and returning the other to Kennedy/Jenks as acceptance and authorization to proceed.

Sincerely,

Kennedy/Jenks Consultants, Inc.



Lisa Schwien, P.E.  
Project Manager



Greg Sekera, P.E.  
Principal

Approved and accepted by \_\_\_\_\_, for Castle Pines North  
Metropolitan District.

Proposal Fee Estimate - Amendment 2

Kennedy/Jenks Consultants

CLIENT Name: Castle Pines North Metro District		Propposal/Job Number: 2246035*00																				
PROJECT Description: Lift Stations Upgrades & Project		Date: 7/25/2024																				
January 1, 2024 Rates	Eng-Sci-9	Eng-Sci-8	Eng-Sci-7	Eng-Sci-H&C	Eng-Sci-Struct	Eng-Sci-5	Eng-Sci-4 Elec	Eng-Sci-3	Field Specialist	Admin. Assist.	Total	KJ Total Labor	KJ Comm. Charges	Sub Electrical - Plumber	Sub Survey - True North	Sub Geotech - Kumar	Sub Potholes - UCS	KJ Sub-ERO	KJ ODCs	Total Expenses	Total Labor + Expenses	
Classification:	\$272	\$250	\$230	\$205	\$183	\$183	\$165	\$148	\$137	\$99	Hours	Fees	3%	Fees	Fees	Fees	Fees	0%	Fees		Fees	
<b>Phase 1 - Project Management</b>																						
Add'l Project Management for extended schedule		12	24			24					60	\$12,912	\$387								\$387	\$13,299
<b>Phase 4 - Subtotal</b>	0	12	24	0	0	24	0	0	0	0	60	\$12,912	\$387	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$387	\$13,299
<b>Phase 4 - Alignment Analysis</b>																						
Alignment analysis to eliminate LS2 and redirect flow to LS1		8	16			16		30			70	\$13,048	\$391								\$391	\$13,439
<b>Phase 4 - Subtotal</b>	0	8	16	0	0	16	0	30	0	0	70	\$13,048	\$391	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$391	\$13,439
<b>Phase 5 - Final Design</b>																						
Structural analysis/design for Scope A			8		124			54			186	\$32,524	\$976								\$976	\$33,500
Structural analysis/design for Scope B			8		62			27			97	\$17,182	\$515								\$515	\$17,697
Geotech			1			2					3	\$596	\$18			\$1,500					\$1,518	\$2,114
Modifications to the LS1 wet well			1			2		4			7	\$1,188	\$36								\$36	\$1,224
3D Drawing base for LS1 and LS3			8			4					12	\$2,572	\$77								\$77	\$2,649
HVAC improvements at LS1 and LS3								4			4	\$592	\$18	\$1,000							\$1,018	\$1,610
New generator located outside at LS1			2			2		2			6	\$1,122	\$34								\$34	\$1,156
Add'l utility locates and survey for FM between LS2 and LS3, gravity SS between LS2 and LS1, and LS5 easement			4			4					8	\$1,652	\$50		\$12,000						\$12,050	\$13,702
Coordinating potholes in Serena and Hidden Point			4								4	\$920	\$28								\$28	\$948
Design of gravity sewer from LS2 to LS1			8			16		20			44	\$7,728	\$232								\$232	\$7,960
Xcel Encroachment App			2			12		12			26	\$4,432	\$133								\$133	\$4,565
Re-design of gravity sewer from LS2 to LS1 after 60% design			2			4		8			14	\$2,376	\$71								\$71	\$2,447
Grading Plan			2			4		8			14	\$2,376	\$71								\$71	\$2,447
Environmental analysis			4			2					6	\$1,286	\$39					\$10,400			\$10,439	\$11,725
Add'l Coordination/Meetings- Scope B		4	4			4					12	\$2,652	\$80	\$1,000							\$1,080	\$3,732
Contract Docs (including plans and specs) - Scope B		1	8			16				2	27	\$5,216	\$156	\$2,000							\$2,156	\$7,372
Additional CDPHE Permitting - LS1		1	4			8					13	\$2,634	\$79								\$79	\$2,713
Add'l District & City Reviews QA/QC - Scope B		8	8			24		16			56	\$10,600	\$318								\$318	\$10,918
<b>Phase 5 - Subtotal</b>	0	14	78	0	186	104	0	155	0	2	539	\$97,648	\$2,929	\$4,000	\$12,000	\$1,500	\$0	\$10,400	\$0	\$30,829	\$128,477	
<b>Phase 6 - Bidding Scope B</b>																						
Advertise for Bids - Scope B			2			2				1	5	\$925	\$28								\$28	\$953
Prepare and Distribute Bid Documents - Scope B			2			8		4		2	16	\$2,714	\$81	\$2,200						\$200	\$2,481	\$5,195
Prepare Addenda, if needed - Scope B		2	4			8		4		4	22	\$3,872	\$116								\$116	\$3,988
Assistance to Contractors/Suppliers Prior to Bid - Scope B			4			12		4			20	\$3,708	\$111								\$111	\$3,819
Bid Opening - Scope B			2			4				2	8	\$1,390	\$42								\$42	\$1,432
Evaluate Bid Proposals - Scope B		1	2			6				1	10	\$1,907	\$57								\$57	\$1,964
Prepare Contract Documents for Signature and Execution - Scope B		1	2			6				4	13	\$2,204	\$66							\$200	\$266	\$2,470
<b>Phase 6 - Subtotal</b>	0	4	18	0	0	46	0	12	0	14	94	\$16,720	\$502	\$2,200	\$0	\$0	\$0	\$0	\$400	\$3,102	\$19,822	
<b>All Phases Total</b>	0	26	112	0	186	166	0	197	0	16	703	\$140,328	\$4,210	\$6,200	\$12,000	\$1,500	\$0	\$10,400	\$400	\$34,710	\$175,038	



## Third Party Supplemental Environmental Project (SEP) Proposal / Agreement

Third Party Liabile (Revised 5/19/2022)

**Document is completed by the third party SEP administrator.**

The third party SEP administrator, identified below, submits the following SEP agreement proposal to the Colorado Department of Public Health and Environment (the department) for consideration. If the application is approved, it shall be signed by appropriate representatives of the department. If the approved document is then signed by the applicant, it shall serve as the SEP agreement for the project(s) at issue.

### Enforcement action information

Regulated entity name: Castle Pines North Metropolitan District

Enforcement case no.: DO-230808-1

Castle Pines North Metropolitan District's (CPNMD's) SEP proposal serves to supplement and augment an existing SEP-funded project (Flatiron-AECOM, LLC- Enforcement Case Numbers: SO-190529-1 and SO-200115-1). This proposal identifies where CPNMD's funds will be allocated in the project and establishes independent budgeting, reporting, and deliverables from the Flatiron-AECOM, LLC SEP.

### Third party SEP administrator

Zachary Humbles, PE IV  
Douglas County Public Works  
100 Third Street  
Castle Rock, CO 80104  
720-673-4030 (o)  
720-498-4144 (c)  
zhumbles@douglas.co.us

### Type of organization

Government

\*If nonprofit, please attach a copy of your 501c(3) exemption to this SEP Agreement.

### Department SEP coordinator

Alex Scherer  
720-556-5474  
[alex.scherer@state.co.us](mailto:alex.scherer@state.co.us)

## Geographic area served

Douglas County

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## Project title

East Plum Creek Stabilization

Vicinity of Colorado Agricultural Leadership Foundation (CALF)

## Project type

Third party

## SEP category

Environmental Restoration - Stream Channel and Riparian Area Stabilization

## Project summary

Stabilize East Plum Creek to reduce bank wasting, improve wetland habitat, and provide an educational exhibit for property owners and managers faced with similar channel issues.

## Project description

**Problem Statement:** East Plum Creek is incised, braiding, and has wasting vertical banks, which causes substantial sediment loading, reduced wetland flora/fauna, and unstable hydraulics during higher flows. These issues are largely due to a perched and undersized culvert installed as an emergency repair on the southern boundary of the project circa 2013.

**Project Goals and Objectives:** The project goals will focus primarily on stabilizing the most geomorphically unstable portion of the reach - the southernmost third of the channel - followed in prioritized order by other segments showing indications of vertical propagation. The successful end state includes the installation of grade controls that prevent further vertical migration of the channel thalweg that are fish passable, stabilized banks throughout the southern and central segments (Phase I already completed the northern segment), and recontoured channel sections to promote improved wetland flora/fauna. The successful end state will also include a crossing site solution to the currently undersized and perched culvert, which will include a grade control to protect upstream wetlands that have developed because of the culvert's backwater influence. Due to high, intense flows in Spring 2023 and a beaver dam, the main culvert conveying East Plum Creek was entirely blown out during the original design phase of Flatiron-AECOM, LLC SEP, which necessitated a redesign. The redesign eliminated the need for grade control structures at a cost benefit to the project and presented the opportunity to further improve water quality by adding additional bank stabilization and vegetation. This additional in-scope work aligns seamlessly with the spirit of the project, SEP funding, and the collective interest of the CALF and Douglas County (DC).

This project has numerous objectives to achieve its goals; the highest priority being the southernmost channel reconstruction and bank stabilization. After reference reach data is



collected and analyzed, full channel recontour will occur by applying a design section that greatly enhances wetland areas only where necessary to reduce total impact and risk to the floodplain stability. The intense flows in Spring 2023 created and/or exacerbated the current vertical banks and afforded the channel mere inches of wetland. The project aims to provide 10 or more feet of vertical banks adjacent to the two (2) year channel where best practicable while also reducing native upland vegetation disruption.

The stabilization effort for the reconstructed channel involves multiple organizations, volunteers, and resources and the revegetation effort is an undertaking led by the CALF and Douglas County Conservation District (DCCD). Douglas County measured the success of Phase 1 (northernmost third of the channel project area) and determined the vegetation species diversity improved 10-fold. Douglas County will continue to perform extensive revegetation work to augment the hydraulic design and reinforce key design elements such as drop structures using hardy, resilient, and locally sourced native species. This theme and practice will extend throughout the reach segments (all thirds, all phases). Following successful establishment of the vegetation, habitat improvement and augmentation will occur. The education component, meant to instruct property owners and managers on common and economical means to stabilize channels on their own parcels, consists of developing interpretive stations\* and communicating design intents, practice, and related to the staff at CALF and DCCD for an enduring awareness.

\*interpretive station: The Douglas County Conservation District, in conjunction with Colorado Agricultural Leadership Foundation (CALF) have planned to install visual information panels to communicate to future visitors the types of stabilization methods applied and their purpose. This effort keeps with the intent to educate and inform private landowners about economical and feasible options to stabilize their own channels, large or small, and reduce bank wasting and incision. These stations are conceptual at this point in time (July 2024), but discussion has indicated something akin to other panels present throughout Douglas County open spaces and particularly at heritage and historical sites. QR code and similar additional access to information is expected, which provides alternative information delivery means for those that may need or prefer it. The structure of these panels has historically been a steel frame with steel plating, printed vinyl media applied with epoxy adhesives provide a very resilient finished station. The station is mounted in concrete akin to a gate post or similar.

Due to the substantial channel reconstruction and stabilization in Phase III, a no-rise certification has been submitted and approved in compliance with FEMA requirements to enable the work. The USACE NWP (nationwide permit) 27 covers the entire project area and has been granted. Work to date has complied with the terms and conditions of USACE NWP 27. Construction erosion control permits will be secured to ensure full compliance. Economical, practicable, and accessible stabilization methods are a dominant driving goal in the execution of the project since its partial purpose is to be a demonstration for private landowners who have wasting or incised channels.

**Project Need & Community Impact:** The East Plum Creek channel system on the CALF parcel was unstable and showing signs of incision and related side effects. By itself, the environmental impacts are well documented. This project is unique, as in addition to the stabilization work, it aims to serve as an educational resource for Front Range property

owners facing similar conditions on their parcels. Current best practices generally accepted by local and state governments default to Mile High Flood District (MHFD) criteria, which are often inaccessible to the public due to the enormous cost and complexity. The cost and complexity of MHFD solutions are almost exclusively sought by tax funded organizations. In an effort to develop sound, practicable, and sensible guidance for channel stabilization, this project offers alternative solutions that blend some of the best experience across multiple agencies and consultant designs to develop economical options that provide similar performance.

Technical Information: The project is divided into three phases: Phase 1, Phase 2, and Phase 3. Phase I was completed by applying the design cross section but without any change to the 2-year channel alignment or thalweg elevation; the wetland bench was greatly expanded; and substantial revegetation was completed. As a part of the Phase I work, old junk cars and broken concrete were removed from the banks and hauled off; however, there are still cars visible in the banks of East Plum Creek, north of the CALF parcel boundary.

Phase II is in progress and its goal is the stabilization of vertical wasting banks throughout the middle third of the channel, which is the longest segment at approximately 2,000 linear feet. Work progresses in very small, targeted areas when funds become available. Revegetation efforts, including staking willows and planting native seed mixes and native flowers, are continuing. Trash and debris such as tires and appliances in the channel are being removed. The existing channel thalweg and 2-year channel are not disturbed. The design section is used to guide the bank layback effort but not to an extent where greater impact to the resource would occur as a compromise to costly heavy earth moving while still reducing hydraulic forces.

Phase III design is complete and work has commenced with the receipt of funding from the Flatiron-AECOM, LLC SEP. Phase III comprises approximately 800 linear feet of the southernmost third of the channel and involved substantial reconstruction of the channel. The 2-year channel will be reconstructed where required to emulate the reference reach with very little vertical adjustment due to the 2023 storms and subsequent culvert failure. A repurposed railroad flatcar bridge will be emplaced to keep vehicular and agricultural vehicles out of the channel. Furthermore, Phase III includes bank stabilization as well as riparian area and wetland beach augmentation through implementing the design section where least damaging to established native vegetation and channel morphologic tendencies. This approach is modular since treatment methods are meant to be simple, cost effective, and scalable. The work will prioritize the most unstable areas and any savings or efficiencies will go toward performing additional work. The revegetation plan is a collaborative effort between professional design planners, volunteers, and/or contractors. Based on the integration and state of Phase II, it may be resourceful and efficient to complete Phase II and Phase III simultaneously. There was very little damage to Phase I and Phase II during the Spring 2023 storms, which greatly underscored the success of the design section and approach to the channel stabilization.

Please reference the Flatiron-AECOM, LLC SEP proposal and modifications for plans, details, and additional information regarding the approach and project.

**Project Partners & Roles:** The project has a myriad of partners, including DCCD, the Natural Resources Conservation Service (NRCS), CALF, AmeriCorps, ERO Consultants, RESPEC Engineers, Matrix Engineers, and DC (public works & open space).

DC, DCCD, and CALF are the leaders for the project and collectively make decisions, pursue funding, organize work and volunteers, and grow and/or source locally available vegetation for the project.

Similar services or projects in the area: MHFD criteria is the prevalent approach for Front Range channel stabilization projects; however, there is a significant accessibility gap between individual citizen scale channel work and government scale channel work. There are few feasible alternatives for a citizen when faced with trying to stabilize privately owned channels in the Front Range. There are some reference materials and resources but no known demonstration project with the intent to educate, demonstrate, and inform the public on the ground and in person, free of charge. Additionally, most plan reviews through applicable first line review authorities will default to the MHFD criteria, which is largely inaccessible to private landowners due to the requirement of costly design elements and extremely conservative hydrology, which may be moot in a residential/private application. These barriers financially disincentivize permitted work which may cause unintended damage to the channel system(s). To demonstrate alternative, holistic, economical solutions, this project aims to demonstrate a feasible approach.

**CPNMD funds will be allocated towards additional bank stabilization and (re)vegetation in Phase III of the project, through the entire 800' reach.** Following the heavy rains during Spring 2023, the original perched culvert failed catastrophically due to overtopping from a beaver dam that was constructed immediately upstream of the pipe inlet. Prior to the failure of the culvert, a fording site (aka 'low water crossing') would have been constructed to restore vehicular passage to the southwest portion of the parcel for agricultural and ranch traffic. This type of crossing can be harmful to water quality and mobilize sediments during use. The culvert failure afforded the opportunity to redesign and money was allocated to fund a bridge structure that will permanently remove equipment out of the channel. CPNMD's funds, in addition to the Flatiron-AECOM, LLC SEP funds, will enable additional bank stabilization\* and revegetation of the project area. The redesign called for applying Flatiron-AECOM SEP funds to the bridge element to mitigate the low water crossing; this reduced the funds available for bank stabilization in the original agreement. The CPNMD SEP will restore the original project capacity regarding bank stabilization and vegetation, while enabling the project to also separate vehicular traffic from the channel flow.

\*Examples of expanded bank stabilization activities funded through the CPNMD funds includes but is not limited to:

- Recontouring wasting (vertical) bank(s) to the design section, generating approximately 7.4' of wetland bench
- Installing willow mattress where high-energy hydraulics exist, coupled with resilient vegetation plantings and/or willow rows
- Installation of root wads, log vane, and log groin structures to improve bank resilience to high-frequency seasonal flows
- Installation of stones (boulders) in over bank flow areas or where wetland bench is not feasible due to overburden

- Restoration of failed bank and vegetation from catastrophic culvert failure, using brush mats and willow staking
- Filling scour holes and grading (contouring) bank to support natural hydraulic through the channel.

## Expected environmental and/or public health benefits:

The environmental benefits from expanding bank stabilization efforts and revegetation through the use of CPNMD SEP funds are as follows:

- 1) Increased wetlands - Phase I added 4,895 square feet of wetlands. Phase II and III will add at least 10,018 square feet of wetlands. At the conclusion of the project DC will provide a final calculation of total wetlands added.
- 2) Diversify flora and fauna - Phase I has already contributed to a 10-fold increase in native species diversity. At the conclusion of the project, DC will provide an estimated value for the increase in native species diversity from Phase II and III of the project.
- 3) Additional invasive species management.
- 4) Additional removal of trash and waste from the stream and bank.
- 5) Additional reductions in bank wasting and incision.
- 6) Additional reductions in sediment loading.
- 7) Education component - The bank stabilization methods being applied represent an excellent opportunity to demonstrate an economical alternative to owners that helps reduce or immobilize sediments. Multiple regulatory entities, including the USFS, USDA, DOI, BLM, and NPS, have launched efforts to improve channel resilience, capacity, and health.

## Project budget

Complete the summary table below and itemize expenses according to the budget categories provided. Add lines as necessary. Documentation of all expenditures is required as part of the completion report. (Estimates Shown)

Category	Description	SEP Funds	Matching Funds (if applicable)	Total cost
<b>Other Direct Costs</b>	Construction Contractor (53 Corporation - Prime)	\$130,978.00	\$418,874.00*	\$549,852.00
<b>Totals:</b>		\$130,978.00	\$418,874.00	\$549,852.00

\*SEP Funds from the Flatiron-AECOM, LLC SEP.

**Please note:** Any categorical changes exceeding 10% of the total budget require prior written approval from CDPHE through a SEP Modification.

## Budget discussion

This proposal details how CPNMD's SEP donation will be allocated within an ongoing project. CPNMD's SEP donation will fund additional channel stabilization, within the scope of the project, existing design, and contract. CPNMD is interested in applying the SEP donation to additional stabilization elements as shown in the original design. The original Flatiron-AECOM, LLC SEP will be modified to include CPNMD's funding and to augment the budget to additional stabilization elements that align with the project intent, purpose, and scope. That modification will be submitted in conjunction with this proposal as they are interdependent.

The original design work for Phase III began in November 2019 with Matrix Engineers. They developed a probable cost of \$442,634 for the Phase III work, which is well under the current market rates. To compensate for this discrepancy, the contracted construction cost was revised to the amount shown above. Originally it was thought to permit the work through FEMA (floodplain permit), a conditional letter of map revision (CLOMR) will be required using the Matrix design model. Douglas County Public Works Engineering solicited proposals in April 2020 and RESPEC was the low-cost winner. The cost shown in the table is their fee to secure the CLOMR and enable the work to proceed. During design, two high intensity spring storms required a re-design of the proposed stabilization and realized a significant efficiency in the project by mitigating the need for the LOMR, driving a no rise certification instead. These additional design funds were then able to shift to a crossing to remove vehicular traffic from the stream, further demonstrating best practices in channels and improving water quality.

The channel crossing item shown reflects the need to replace the undersized and perched culvert with something appropriate for the hydrology and hydraulics of the location. This is an instrumental component of the project as it serves as an interface between the upstream existing wetlands, the FRT crossing point, and the project area with the most extensive channel section reconstruction. CPNMD's funds, in addition to the Flatiron-AECOM, LLC SEP funds, will enable more bank stabilization in the reach and adjacent to the FRT crossing. This augmentation of the existing project will greatly expand the extent of bank treatment and revegetating the storm and flood damaged areas as well as newly built wetland benches.

DC PWE has previously and will continue to provide support in multiple forms to the project. Previously Douglas County has funded and contracted efforts to remove junk cars, manage invasive vegetation, and match CALF/DCCD grants. DC PWE has also provided equipment and operators to achieve hybrid (contractor + Douglas County) efforts on the project. Those items shown above are meant to indicate that without a cost to the project.

To align with the project goals, Douglas County will maximize funding by streamlining efforts and identifying efficiencies. Phase III is the most difficult and costly portion of the project and, therefore, the highest priority given the opportunity to fund it. Stretching what remains of the budget into Phase II bank stabilization work would be the intuitive obligation and application of the in-scope resources. In discussions with the Department, applying SEP funding to best improve water quality and reducing non-native sediment mobility within the reach or watershed is encouraged to capitalize on efficiencies in construction and supports the spirit of the funding, project, and constituents.

## Project work plan

Please specify project activities or deliverables below, as well as completion dates associated with project milestones and reports. Status reports are required biannually for projects 1 year in duration or longer. For projects under one year, a status report is required approximately half way through the project. Add rows as needed.

Activities / Deliverables	Staff responsible	Due date
Proposed implementation start date Based on funding receipt (Day 0)	Zak Humbles, DC PWE	July 31, 2024
Issue NTP to prime contractor to purchase Materials and Commence work		September 15, 2024
Status Report	Zak Humbles, DC PWE	January 31, 2025
Stabilization completion date	Zak Humbles, DC PWE	August 30, 2025
SEP completion report due	Zak Humbles, DC PWE	September 31, 2025

## Photos or maps related to the project:

*Reference original project proposal for supporting information and plans.*

## Other relevant information

The project is an example of proactive watershed improvement on the part of local organizations, federal, and county governments. Partner organizations are working collectively to identify best practices to economically enable private landowners and managers to address channel issues on private lands all while remaining fully compliant with applicable regulation. These efforts will enable education in Douglas County and beyond to improve watershed health. The bridge element provides a very unique, efficient, and cost-effective channel crossing option for private and governmental land owners. The project team is very pleased and grateful to be able to demonstrate the option to repurpose waste materials in such a productive and effective manner.

## Reporting requirements

### Biannual status reports

The SEP administrator will submit a biannual project status report to the department's SEP coordinator. Status reports will include, at a minimum, the following information and be submitted using the department's status report form:

- A description of activities completed to date;
- A budget summary table listing funds expended to date by budget category; and
- A discussion of any anticipated changes to the project scope or timeline.

### SEP completion report

The SEP administrator will submit a SEP completion report to the department's SEP coordinator within 30 days of project completion and contain at a minimum:

- A detailed description of the project as implemented;
- A summary table identifying project deliverables and tasks along with the associated completion date;
- A description of any operating problems encountered and the solutions thereto;
- A full expense accounting including itemized costs, documented by copies of purchase orders, contracts, receipts or canceled checks;
- Certification and demonstration that the SEP has been fully implemented pursuant to the provisions of the settlement agreement and this SEP agreement;
- A description of the environmental and public health benefits resulting from implementation of the SEP along with **quantification** of the outcomes and benefits;

Additional information will include:

- Examples of brochures, educational or outreach materials developed or produced as part of the SEP; and
- Photographs documenting the project.

## Third party SEP administrator conditions and requirements

Only qualified tax-exempt 501(c)(3) nonprofits or governmental organizations are eligible to serve as the SEP administrator. The SEP administrator agrees to the following SEP conditions and requirements:

- I. Maintain the SEP funds paid by the regulated entity in an independent SEP account and draw funds from the account as-needed for the purposes outlined in this SEP agreement.
- II. Communicate issues and concerns related to the SEP promptly to the department SEP coordinator.
- III. If the SEP administrator elects to publicize the name of a violator in connection with the SEP either orally or in writing, the SEP administrator must also include the following statement: *“This project was undertaken in connection with the settlement of an enforcement action taken by the Colorado Department of Public Health and Environment for violations of environmental laws and regulations”*.
- IV. Complete the SEP as described in this SEP agreement

- a. Any changes to the approved project scope or timeline must receive prior written approval from the department.
  - b. Budget reallocations of up to 10% of the total SEP payment amount may be made without prior authorization. Budget reallocations of over 10% must first receive written prior authorization from the department.
- V. Complete the SEP within the time frame(s) indicated in this SEP agreement. If the SEP administrator is unable to meet the SEP agreement time frame(s) for the completion of the SEP, the SEP administrator may request a deadline extension in writing from the department no later than 30 days prior to the deadline.
- VI. In any of the following situations, all funds remaining in the SEP account shall be released to the department within 30 days of the department's written request:
- a. The SEP administrator fails to complete the project or submit the SEP completion report;
  - b. The project has been fully implemented and there are still funds remaining in the SEP account; or
  - c. The department terminates the SEP for failure of the third party SEP administrator to adhere to this SEP agreement.
- VII. Make available, at the department's request, all records pertaining to the SEP.
- a. The SEP administrator shall maintain a complete file of all records, documents, communications, and other materials that pertain to the operation of the SEP or the delivery of services under the SEP agreement. Such files shall be sufficient to properly reflect all direct and indirect costs of labor, materials, equipment, supplies and services.
  - b. The SEP administrator authorizes the department to perform audits and/or inspections of its SEP records, at any reasonable time during the implementation of the project and for a period of one (1) year following the completion of the project.

Failure to adhere to any of the above conditions and requirements may result in the termination of the SEP and/or no further SEP referrals.

---

**This section to be completed in the event of a SEP agreement only**

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### **Certification statement**

I, Chair, Board of County Commissioners of the County of Douglas, certify on behalf of Douglas County, that Douglas County is not required or has not previously committed to perform this project and agrees to the SEP conditions and requirements detailed in this document.



---

Signed and dated  
Chair, Board of County Commissioners of the County of Douglas

---

### Department use only

This SEP has been reviewed and approved by the Colorado Department of Public Health and Environment.

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Signed and dated  
Nathan Moore, Clean Water Program Manager, Water Quality Control Division  
Colorado Department of Public Health and Environment

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Signed and dated  
Elizabeth Scherer, Supplemental Environmental Projects Coordinator  
Division of Environmental Health and Sustainability  
Colorado Department of Public Health and Environment

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### Appendix (if needed)

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**MEMORANDUM**

TO: Castle Pines North Metropolitan District

FROM: Seter, Vander Wall & Mielke, P.C., Kim J. Seter, Esq.

DATE: August 21, 2024

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

---

**MATTER: JAM RANCH INCLUSION REQUEST-**No Action Requested****

**Status:** The property owner has requested inclusion into the District. The inclusion process is governed by the Colorado Statutes and the District's Rules and Regulations. Pursuant to your instructions I forwarded to the Property Owner a draft Petition containing the initial requirements. **A copy is attached.**

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

---

**MATTER: GRAHAM AND PROPST IMMUNITY ACT NOTICE-**Action Requested****

**Status:** The property owners of 791 Briar Ridge Court gave notice of a claim of a water main leak that occurred in September 2023. The insurer denied the claim. The attorney is asking whether the insurers denial is deemed CPNMD's denial per the Governmental Immunity Act.

I do not see any reason to circumvent the insurer's decision. The property owner will then be forced to file suit and we will tender that to the insurer. Please advise if you feel differently.

**Action:** None required.

---

**MATTER: SERVICE PLAN AMENDMENT-**Action Requested****

**Status:** The intergovernmental agreements with the City requires CPN to amend its service plan to eliminate the District's Park and Recreation and Stormwater services.

{00746562 2}

The amendment is due 12/31/2024. Initial draft is attached. We need to add the Parks and Rec. language and confirm that the BOCC does not need to act before filing.

**Action:** Authorize Counsel to submit the Petition once all legal requirements have been satisfied.

---

**MATTER:** **PARKS, OPEN SPACE AND RECREATIONAL FACILITIES IGA-Action Requested**

**Status:** Assignment of Cell Tower Leases to the City and conveyance of the community center with a lease back are in draft form. They will come before you in September.

The first batch of property conveyances is nearly ready. The City will address acceptance of the conveyance by Resolution at its next meeting.

Batch I is:

- Tract M-1, Romar West, 1<sup>st</sup> Amendment
- Tract F-1, Castle Pines North Filing No. 27, 3<sup>rd</sup> Amendment, County of Douglas, State of Colorado, Rec. No. 1100554
- Tract A, Castle Pines North Filing No. 27, County of Douglas, State of Colorado, Recording No. Plat Book C, Page 458
- Tract AA, Castle Pines North Filing No. 27, County of Douglas, State of Colorado, Recording No. Plat Book C, Page 458
- Tract D, Castle Pines North Filing No. 14, County of Douglas, State of Colorado, Rec. No. 00011676
- Tract DD, Castle Pines North Filing No. 27, County of Douglas, State of Colorado, Recording No. Plat Book C, Page 458
- Tract EE, Castle Pines North Filing No. 27, County of Douglas, State of Colorado, Recording No. Plat Book C, Page 458

Please authorize signatures on conveyances upon approval of forms by the attorneys.

**Action:** Requested Motion:

*I move the board authorize the President and Secretary to sign conveyance documents of the properties identified by the Attorney as Batch I in his Status Report as authorized by Section 32-1-1001 (1) (f) of the Colorado Revised Statutes and deliver them to the City of Castle Pines pursuant to the Parks, Open Space and Recreational Facilities IGA upon approval of final documents by the President, District Manager and Attorney.*

---

**MATTER: CONSIDERATION OF REGIONAL WATER AUTHORITY TO SECURE RENEWABLE SOURCES-**No Action Requested****

**Status:** We have provided comments on the final draft of the RFP which I believe will be published to selected contractors in September or the end of August.

**Action:** None required.

---

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

**Status:** The properties were excluded from Castle Pines Metro District by order dated February 28, 2024. We filed a Motion for Inclusion on July 8, 2024. The Court has ordered inclusion.

The order has been recorded in the real property records. The County Assessor has not included in the tax rolls for CPNMD.

**Action:** None required.

---

**MATTER: SALE OF FARM PROPERTIES-**No Action Requested****

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

I had hoped to have information to bring this to sale shortly; but, the information we received suggests the District owns substantial mineral interests beyond what was originally believed. We are seeking proposals from an oil and gas landman/woman to complete this work so that we do not short the District on these sales.

I have been contacted by several companies that want to buy the properties and rights. I will provide you with an estimated dollar amount at the meeting.

**Action:** None required.

---

**MATTER: PRESSURE SURGE USER CLAIMS-No Action Requested**

**Status:** Numerous claims were made against the District for damages caused by the line break in May, 2024. Several were too small (well within the insurance deductible) and were paid directly since our last report: 6670 Twisted Oak and 7004 Turweston Lane.

**Action:** None required.

---

**MATTER: DRAFT JULY 2024 REGULAR MEETING MINUTES-Action Requested**

**Status:** The draft minutes are in the meeting packet.

**Action:** Consider approval.

---

**MATTER: CONSOLIDATION INQUIRY FROM HIDDEN POINTE METRO DISTRICT-No Action Requested**

**Status:** NTravis attempted contact with President Huff of Hidden Pointe on November 9, 2023. Having heard nothing, I researched the District's attorney and received notice that he retired. I then found the new attorney and likewise received no response. The managers listed on the District's website do not seem to be reachable by phone. An email to Chelsea Bojewski at [chelsea.bojewski@claconnect.com](mailto:chelsea.bojewski@claconnect.com) who filed a transparency notice for the District in January was returned "undeliverable."

**Action:** None required.

---

**MATTER: AMENDMENT TO RULES AND REGULATIONS-No Change**

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

The Board asked us to prepare a brief memorandum summarizing the previous changes, which was provided at the February 26, 2024 meeting.

**Action:** None required.

---

**MATTER: CDPHE NOTICE OF VIOLATION / CEASE AND DESIST / CLEAN-UP ORDER-**No Change****

**Status:** We are awaiting CDPHE's draft final settlement agreement.

**Action:** None required.

---

**MATTER: SHARED-SPLITTER REPLACEMENT IGA-**No Change****

**Status:** I have fallen behind on this but will determine and/or make progress for the September meeting.

**Action:** None required.

---

**MATTER: LIFT STATION NO. 5 EASEMENTS-**No Change****

**Status:** CPNMD needs an easement from Hidden Pointe HOA for Lift Station No. 5. It is being drafted now.

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

---

**MATTER: FINANCE POLICY-**No Change****

**Status:** NTravis has identified several policies concerning financial matters like spending authorities and reserve accounts that may never have been completed many years ago. We will work on consolidating and preparing final proposed polices for your consideration.

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

---

**MATTER: LAGAE RANCH FAMILY PARCELS #1 AND 2 EASEMENTS-**No Change****

**Status:** Certain utility easements located within Lagae Ranch Family Parcels #1 and 2 are to be partially vacated and re-executed to account for new development plans. Easement drafts are under review.

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

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

---

PETITION TO INCLUDE PROPERTY INTO THE DISTRICT  
PURSUANT TO RULES AND REGULATIONS ARTICLE 7, ¶ 7.3

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THE UNDERSIGNED (“**Petitioner**”), pursuant to §32-1-401(1), C.R.S. and Article 7 of the Districts Rules and Regulations, submits this petition (“**Petition**”) to the Castle Pines North Metropolitan District (the “**District**”) to include the real property depicted and legally described on the reproducible description in **Exhibit A** (“**Property**”) into the boundaries of the District and, in support of this Petition, states as follows:

1. The Petitioner is the 100% fee owner of the Property. No other person, persons, entity or entities own an interest in the Property except as beneficial holders of encumbrances. A copy of a title commitment is attached as **Exhibit B**.

2. The Property is capable of being served by existing or to be constructed facilities and resources of the District.

a. A copy of the most recent survey plat and a map of the property in 1-inch equal 2000 feet on USGS quad base sheet is attached as **Exhibit C** pursuant to Rules and Regulations 7.3.3 (6) and (7).

b. A copy of the proposed development and subdivision plans, schedules and uses for the property, copies of planning documents and estimates of the sanitary sewer and water needs (including projected taps and absorptions) are attached as **Exhibit D** pursuant to Rules and Regulations 7.3.3 (8).

c. A copy of a Water Demand Study prepared by a professional engineer is attached as **Exhibit E** pursuant to Rules and Regulations 7.3.3 (9).

d. A description or depiction of any new facilities proposed to be constructed by the Petitioner is attached as **Exhibit F**.

e. A copy of a Comprehensive Report concerning water usage and availability required by District Rules and Regulations, Section 3.11 is attached as **Exhibit G** including:

i. Identification of all wells and a detailed memorandum of all other water rights associated with the Property;

- ii. Identification and a detailed memorandum of all other water rights proposed to be conveyed to the District to serve the Property as required by Rules and Regulations ¶ 7.1;
- iii. Proof of ownership of the water rights and resources and the ability to convey them to the District in sufficient quantity, quality and renewability as required by Section 6.3 of the District Rules and Regulations is attached as **Exhibit H**.

3. The Petitioner consents to the inclusion of the Property in the District subject to all laws and procedures applicable to the Property upon inclusion.

4. Petitioner acknowledges that this Petition cannot be withdrawn once the District publishes notice of a hearing on the Petition and that: (a) inclusion of the Property in the District will be subject the Property to fees, charges and taxes assessed by the District against properties within its boundaries; (b) the District will condition approval of this Petition on an Inclusion Agreement between Petitioner and the District and an Inclusion Fee paid by Petitioner as required by Rules and Regulations, Article 7.

5. Petitioner has enclosed an Inclusion Petition Fee payment of \$10,000.00 to cover the cost of review and processing of this application/petition which will be renewed upon demand by the District Manager if depleted.

Petitioner respectfully requests the District Board of Directors to:

(A) schedule and publish notice of the public meeting to consider the Petition as required by C.R.S. § 32-1-401(1)(a) and (b); and,

(B) consider, process and approve the Petition pursuant to the requirements of Colorado law and the District's Rules and Regulations.

(Signatures Appear on the Following Page)



**SIGNED AND SUBMITTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**PETITIONER:**

\_\_\_\_\_

Signed by: \_\_\_\_\_

Its: \_\_\_\_\_

Whose address is: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Email: \_\_\_\_\_

STATE OF COLORADO    )  
  )    ss.  
COUNTY OF DOUGLAS    )

This Petition was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2020, by \_\_\_\_\_  
\_\_\_\_\_.

WITNESS my hand and official seal.

My commission expires: \_\_\_\_\_

(Seal)

\_\_\_\_\_  
Notary Public

**EXHIBIT A**

The "Property"  
Reproducible property legal description and depiction  
suitable for publication

**EXHIBIT B**

Title Commitment dated within 45 days of execution of the Petition  
Demonstrating that the Petition is signed by 100% of the owners of the real property to be  
included.

**EXHIBIT C**

Survey plat and a map of the property  
1-inch equal 2000 feet on USGS quad base sheet

**EXHIBIT D**

Proposed development and subdivision plans,  
schedules and uses for the property,  
copies of planning documents and estimates of the sanitary sewer and water needs  
(including projected taps and absorptions)

**EXHIBIT E**

Water Demand Study

**EXHIBIT F**

New facilities Proposed to be Constructed by the Petitioner

**EXHIBIT G**

Comprehensive Report Concerning Water Usage and Availability



**EXHIBIT H**

Proof of Ownership of the Water Rights and Resources

**RESOLUTION NO. \_\_\_\_**

**RESOLUTION OF THE CITY COUNCIL, CITY OF CASTLE PINES, COLORADO,  
APPROVING A SERVICE PLAN AMENDMENT TO THE SERVICE PLAN FOR THE  
CASTLE PINES NORTH METROPOLITAN DISTRICT**

**WHEREAS**, the Castle Pines Metropolitan District (“District”) is a special district organized pursuant to the Colorado Special District Act §§ 32-1-101, *et seq.*, C.R.S., and is wholly located within the boundaries of the City of Castle Pines (“City”); and

**WHEREAS**, the City Council for the City, as the District’s governing body, approved the District’s Service Plan dated February 1984 (“Service Plan”) by the adoption of City of Castle Pines Resolution No. \_\_\_\_\_, Series of \_\_\_\_\_ on \_\_\_\_\_; and

**WHEREAS**, the District modified the Service Plan in April 1994 via the Castle Pines North Metropolitan District Service Plan Modification

**WHEREAS**, the Service Plan imposes a Debt Service Mill Levy;

**WHEREAS**, there has been the occurrence of events or conditions which are defined under intergovernmental agreements as necessitating service plan amendments;

**WHEREAS**, the District’s authority and provision of services will materially differ from the 1994 Service Plan; and

**WHEREAS**, the District has petitioned the City to approve a modification to the Service Plan that removes the District’s authority to provide, own, or maintain the Recreation Properties and stormwater system and permanently reduces the District’s authorized mill levy cap to 7 mills (the “2024 Service Plan Amendment”).

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Castle Pines, Colorado, as follows:

1. The above and foregoing recitals are incorporated herein by reference and are adopted as findings and determinations of the City.
2. The City further finds and determines that all applicable requirements of § 32-1-207(2)(a), C.R.S. relating to the petitioning of the 2024 Service Plan Amendment and the consideration thereof by the City, have been met.
3. Pursuant to §§ 32-1-207 (2)(a) and 204.5(1), C.R.S., the City does hereby approve the Service Plan Amendment pursuant to the District’s Petition for Service Plan Amendment submitted to the City on \_\_\_\_\_.
4. The Petition for Service Plan Amendment and the Service Plan Amendment are attached hereto as Exhibit A, and incorporated herein by this reference.

5. A certified copy of this Resolution shall be attached to the Service Plan Amendment as Exhibit \_\_\_\_, filed in the records of the City, and submitted to the District's Board of Directors for the purpose of filing in the District Court of Douglas County and other filings required by law.
6. All resolutions or parts thereof in conflict with the provisions hereof shall be and the same are hereby repealed.

**Done and Resolved** this \_\_\_\_ day of \_\_\_\_, 2024, at Castle Pines, Colorado.

CITY COUNCIL OF THE  
CITY OF CASTLE PINES,  
DOUGLAS COUNTY, COLORADO

By: \_\_\_\_\_  
\_\_\_\_\_, Mayor

ATTEST:

\_\_\_\_\_  
\_\_\_\_\_, City Clerk

TO THE CITY COUNCIL, CITY OF CASTLE PINES, COLORADO:

PETITION FOR SERVICE PLAN AMENDMENT

The Castle Pines North Metropolitan District (the “District”), by and through its attorneys, Seter, Vanderwall & Mielke, P.C., petition the City Council of the City of Castle Pines for an amendment to the District’s Service Plan, in the form attached as Exhibit A and incorporated herein (the “Service Plan Amendment”), as follows:

1. The Service Plan for the District was approved by the City Council of the City of Castle Pines on [REDACTED].
2. The District was organized by an Order of the District Court, Douglas County, Colorado on [REDACTED].
3. The Service Plan for the District was modified in April 1994 via the Castle Pines North Metropolitan District Service Plan Modification.
4. The Service Plan provides the District the authority to develop, maintain, and provide services related to the \_\_\_\_\_.
5. The City of Castle Pines (the “City”) and the District entered into an Intergovernmental Agreement between the City of Castle Pines and Castle Pines North Metropolitan District Regarding Operation, Maintenance and Transfer of Recreation Properties dated March 28, 2023 (the “Parks IGA”).
6. Pursuant to the Parks IGA, the City and the District agreed to transfer ownership and operations of the District’s parks, open space, trails, and recreation facilities, buildings, and associated improvements and fixtures (the “Recreation Properties”) from the District to the City with the District withholding or receiving easements and rights-of-way necessary for sanitary sewer improvements.
7. The transfer of ownership and operations from the District to the City was subject to, among other terms, conditions and obligations set forth in the Parks IGA and the City receiving voter authorization to impose a mill levy to fund the City’s obligations thereunder.
8. The City received voter authorization to impose a mill levy to fund the City’s obligations under the Parks IGA on November 7, 2023, and the closing date for the conveyance of the Recreation Properties is currently set for on or before December 31, 2024.
9. The City and the District also entered into an Intergovernmental Agreement regarding Transfer of Stormwater System and Necessary Property Rights dated June 29, 2022 (the “Stormwater IGA”).
10. Pursuant to the Stormwater IGA, the District conveyed and City assumed ownership of the existing stormwater system and responsibility for the ongoing operation and maintenance of the same.

11. In accordance with Article 7 of the Parks IGA, the District seeks to amend the Service Plan to a) remove the District’s authority to provide, own or maintain the Recreation Properties contingent upon, among other terms, the City obtaining voter authorization to impose a mill levy to fund the City’s obligations thereunder; and b) to modify the District’s authority to impose and collect its mill levy from 12 mills to a permanent cap of 7 mills.

12. Similarly, in accordance with Article 5 of the Stormwater IGA, the District seeks to amend the Service Plan to remove the District’s authority to provide, own, or maintain a Stormwater System and associated Properties.”

13. The City Council of the City has authority to approve the Service Plan Amendment requested herein in accordance with §§ 32-1-207(2) and 32-1-107(3), C.R.S.

14. Accordingly, the District submits its Service Plan Amendment in order to remove the District’s authority to provide, own, or maintain the Recreation Properties and stormwater system and to permanently reduce the District’s authorized mill levy cap to 7 mills and requests the City Council of the City of Castle Pines adopt a Resolution in the form attached hereto as Exhibit \_\_, approving the attached Service Plan Amendment.

Respectfully submitted this \_\_\_ day of \_\_\_\_\_, 2024.

SETER, VANDER WALL & MIELKE, P.C.

---

Kim Seter  
7400 E. Orchard Road, Suite 300  
Greenwood Village, CO 80111  
(303) 770-2700

ATTORNEYS FOR CASTLE PINES NORTH  
METROPOLITAN DISTRICT

# CASTLE PINES NORTH



METROPOLITAN DISTRICT™

Memorandum

**From:** Nathan J. Travis  
**To:** CPNMD Board of Directors  
**Date:** 8/26/2024  
**Re:** District Manager's Report

## Staffing

- I would like to use the September Study Session to discuss potential staffing options.

## Conservation

- We are finally seeing some traction with Slow the Flow and our other conservation programs. Yard Signs are now available for residents that are utilizing these programs.

## Capital Project Updates (for additional information please refer to the engineering report)

- **Monarch Waterline:** Phase one of the waterline project has been completed to Glen Oakes Avenue. The City of Castle Pines & CPNMD are requesting to expand the project scope for this year, taking the project to Berganot Trail. This will help to further reduce costs, by being able to utilize current pricing, and save on contractor mobilization. Replacement of this waterline was already planned for 2025. **I am requesting an additional funding allocation of \$950,000.00** for a contract amount of \$906,553.00. This consists of waterline construction costs of \$441,224.00 (estimate included from ESI), as well as our 30% share of the "Schedule A" roadway construction costs, as outlined in the IGA.  $\$1,564,429.99 \times 30\% = \$465,329.00$ . These costs have been evaluated by Kennedy Jenks and are in line with expectations.
- **(Holdover) Filter Rehab Project:** The filter Pilot has been completed! We are waiting for the completion of the results and will begin to move forward with the design phase. As presented by Kennedy Jenks, we will evaluate and likely seek approval for the use of an alternative delivery method.
- **(Holdover) Documentation and Asset Management:** Kennedy Jenks has assigned a specialized project manager to continue this work. We are in the process of identifying asset hierarchy, doing condition assessments, and preparing to integrate this work into our long-term Capital Planning.

## Finance Policy Draft

- Included in the packet is the first draft of CPNMD's financial policy. I am not yet seeking approval, as I haven't received comments from Legal or Finance. Please review the draft, and be prepared to provide me with any comments, or revisions.

## Unauthorized Account Charges

- On Thursday 8/16 Our Citywide Bank Account was charged with an ACH debit of slightly more than \$2,300.00. This unauthorized charge was caught almost immediately by CPNMD staff, and we were able successfully refute the charge. In response, and at the suggestion of our Citywide representative, and support of our finance team, I have authorized the implementation of "Positive Pay". Essentially, our bank will no longer process electronic payments from our account without the charges authorized. The cost of

this implementation is \$14.00 per account. This provided an almost immediate resolution to the issue. We do not know if this was a simple mistake, or an intentional attempt at fraud. No other unauthorized debits to our account were made or attempted.

### **Rate Study**

- (holdover) We will begin the process of evaluating our rates and fees in the coming weeks and anticipate completing the rate study in September of this year, ahead of the due date for the draft budget presentation. This work is being done by Bartle Wells, CRS, and CPNMD.

### **Denver Parks Update:**

- Denver Parks plans to deliver a 100% complete plan set in the coming weeks. Tap fees have been paid for the prior installed service line, the district will seek payment for the additional fees required for the larger tap, prior to construction. A construction timeline has not yet been provided.

### **Emergency Notification System**

- Daupler is in the final stages of implementation of the emergency call notification system. They have been provided with our customer list and contact information. As soon as this process is complete, we will begin resident notification, and system testing.

### **Castle Pines Metropolitan District Tank Project**

- Castle Pines Metro is in the design phase of constructing a new water tank near our Treatment Plant. This will require relocation of the two large diameter water mains that feed our tanks. This will be completed at no cost to our District. CPMD will work with Kennedy Jenks to approve the design changes to our existing waterlines. We will also inspect the construction of these lines; those costs will also be the responsibility of CPMD.

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

- September 10-14<sup>th</sup> I will be attending the annual Special Districts Association conference in Keystone. I invite any directors to join me for part, or all of the conference. Let me know if you have an interest in attending and I will forward you the relevant information and get registration set up.



**CORPORATE OFFICE**  
 115 Inverness Dr. East, Suite 100  
 Englewood, CO 80112  
 PHONE: 303-841-0292  
 www.elitesi.com

<b>To:</b> City Of Castle Pines	<b>Contact:</b> Jay Rowe
<b>Address:</b> Castle Pines, CO	<b>Phone:</b>
	<b>Fax:</b>
<b>Project Name:</b> 2024 Monarch Blvd Ph 1	<b>Bid Number:</b> DRL223467
<b>Project Location:</b> Monarch Blvd, Castle Pines, CO	<b>Bid Date:</b> 12/21/2023

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
<b>Water Line Extension 75+25 To 89+00</b>					
900	Water Line (75+25 To 89+00) - Mobilization	1.00	LS	\$43,600.00	\$43,600.00
901	16" Water	1,400.00	LF	\$181.00	\$253,400.00
902	10" Water	78.00	LF	\$215.50	\$16,809.00
903	8" Water	22.00	LF	\$280.00	\$6,160.00
904	Connect To Existing Assume Tee/Fittings To Reconnect Main Line At Berganot Trail	5.00	EACH	\$3,500.00	\$17,500.00
905	Fire Hydrant Assembly	1.00	EACH	\$17,975.00	\$17,975.00
906	12" Gate Valve	3.00	EACH	\$5,250.00	\$15,750.00
907	10" Gate Valve	2.00	EACH	\$4,425.00	\$8,850.00
908	8" Gate Valve	1.00	EACH	\$3,025.00	\$3,025.00
909	16" Horizontal Bend	7.00	EACH	\$2,770.00	\$19,390.00
910	16x10 Tee	2.00	EACH	\$3,685.00	\$7,370.00
911	16x8 Tee	1.00	EACH	\$3,270.00	\$3,270.00
912	16x12 Reducer	6.00	EACH	\$1,100.00	\$6,600.00
913	Abandon Existing Water Line	1.00	LS	\$11,650.00	\$11,650.00
914	Potholing	25.00	HR	\$395.00	\$9,875.00
915	Materials Testing	1.00	LS	\$0.00	\$0.00
916	Surveying	1.00	LS	\$0.00	\$0.00
916	16" Vertical Bends - UNKNOWN/TBD	1.00	EACH	\$0.00	\$0.00
916	Vertical Bends At Lateral Tie-Ins - UNKNOWN/TBD	1.00	EACH	\$0.00	\$0.00
<b>Total Price for above Water Line Extension 75+25 To 89+00 Items:</b>					<b>\$441,224.00</b>

**Total Bid Price: \$441,224.00**





**CORPORATE OFFICE**  
 115 Inverness Dr. East, Suite 100  
 Englewood, CO 80112  
 PHONE: 303-841-0292  
 www.elitesi.com

<b>To:</b> City Of Castle Pines	<b>Contact:</b> Jay Rowe
<b>Address:</b> Castle Pines, CO	<b>Phone:</b>
	<b>Fax:</b>
<b>Project Name:</b> 2024 Monarch Blvd Ph 1	<b>Bid Number:</b> DRL223467
<b>Project Location:</b> Monarch Blvd, Castle Pines, CO	<b>Bid Date:</b> 12/21/2023

<p><b>ACCEPTED:</b>          The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p><b>Buyer:</b> _____</p> <p><b>Signature:</b> _____</p> <p><b>Date of Acceptance:</b> _____</p>	<p><b>CONFIRMED:</b>  <b>ESI "Elite Surface Infrastructure"</b></p> <p><b>Authorized Signature:</b> _____</p> <p><b>Estimator:</b> Jon Broshear          (303)-909-5262 jon.broshear@elitesi.com</p>
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# CASTLE PINES NORTH



METROPOLITAN DISTRICT

## Financial Policies and Procedures

**DRAFT**

Castle Pines North Metropolitan District (the “District”) is a governmental subdivision of the State of Colorado and a body corporate with those powers of a public or quasi-municipal corporation which are authorized in compliance with C.R.S. Section 32-1-101 et. Seq.

This Policy was adopted by Resolution of the Board of Directors of the District on XXXXXX XX, XXXX.

## **Introduction**

The Financial Policies and Procedures Manual includes policies and procedures related to the ongoing financial management of the District's resources and information required to prepare the budget.

The preparation of the budget begins the financial management cycle, progresses to an adopted budget, and continues through accounting, monitoring and evaluating stages.

This manual is approved by the Board, changes or updates to the manual are to be requested by the District Manager, Accounting Manager, and approved by the Board of Directors in a public meeting.

This manual is to be distributed to anyone who has responsibility for management of the budget and/or the financial affairs of the District, including Board members, and made publicly available online.

## **Financial Management Goals**

The following goals and policies for the District are intended to guide the District in its financial matters. The goals consist of five significant goal statements (I through V), which provide the basic guiding parameters for financial management of the District. The policies of the District provide more specific direction on how to achieve the goals and are the basis for consistent actions that move the community and organization toward sound financial management decisions. Detailed policy descriptions and narratives are included in Section 1.

**Goal I:** To establish and sustain a community supported water and wastewater system.

**Goal II:** To have a capital improvement program that adequately maintains and enhances the public's assets over their useful life.

**Goal III:** To provide cost effective services to citizens.

**Goal IV:** To provide financial and other service information to enable citizens to assess the costs and results of District Services.

**Goal V:** To follow prudent and professional financial management practices to assure residents of Castle Pines North Metro District that our District is well managed and in sound fiscal condition.

## SECTION 1 FINANCIAL MANAGEMENT POLICIES

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### 1.1 **Resource Planning and Allocation**

The purpose of this policy is to establish procedures for resource planning and allocation in accordance with long-range plans of the Board. This policy is applicable to all resource allocation and planning for the District.

- The District budget will support the goals and policies of the District Board, Board adopted long-range plans, and service needs of the community.

The District Manager and Board have the legal authority and responsibility for the adoption of District goals and policies and an annual budget. The District organization is committed to carrying out Board goals and policies through service delivery.

- The District will maintain financial systems, which will develop budgets, provide control, and report revenue and expenditures at the line-item detail.

Efficient use of public resources requires that budget estimates be developed from a detailed level. This ensures that changes in the cost of individual line items are reflected and are neither over nor underestimated. Upon adoption, the line-item budgets become the basis against which expenditure trends are measured. Spending control at this level provides the ability to measure experience against expectation, and as the budget year progresses, allows for the identification of positive and negative trends. The evaluation of these trends will then allow for more precise estimates of future budget needs.

### 1.2 **Accounting and Financial Practices**

The purpose of this policy is to establish guidelines for which the District's financial reporting will be presented. This policy is applicable to all financial reporting and record keeping for the District.

- The District will maintain an accounting and financial reporting system that conforms with Generally Accepted Accounting Principles and applicable Colorado Statutes and will issue Basic Financial Statements each fiscal year.
- The District will manage its funds as independent financial entities in accordance with legal, administrative, or Generally Accepted Accounting Principles.

- ### 1.3 **Reserves.** Reserves are used to buffer the District from downturns in the economy, to provide for emergency requirements, and to provide an additional source of accumulated funding for major capital improvements or redevelopment. Undesignated reserves may be used to supplement rates and fees to reduce the impact of rate and fee increases and to minimize "rate shock".

**Water Enterprise Fund Emergency Reserve.** The district shall maintain a minimum of \$2,000,000 in emergency reserve funds to be carried over/replenished on an annual basis.

**Wastewater Enterprise Fund Emergency Reserve.** The District shall maintain \$1,000,000 in emergency reserve funds to be carried over/ replenished on an annual basis.

**Capital Reserve.** The district shall use funds collected through rates and fees via the “Capital Maintenance Charge” for purposes related to capital projects. Funds may be re-allocated only with direct action by the Board of Directors.

**Sustainable Water Reserve.** The district shall use funds collected through rates and fees designated for Sustainable Water Resources for the stated purpose. Funds may be re-allocated only with direct action Board of Directors.

#### **1.4 Revenue and Collection**

The purpose of this policy is to establish procedures for resource planning and allocation in accordance with long-range plans of the Board. This policy is applicable to all resource allocation and planning for the District.

CPNMD’s rates and fees shall be reflective of the cost of the services provided. To ensure the rates and fees are sufficient, and not excessive. The District manager and board are responsible to ensure that a rate and fee study is conducted no less than every 3 years. The District Board is responsible for evaluating, and adopting these rates and fees as they deem appropriate.

#### **1.5 Authorized Signatures**

The purpose of this policy is to outline the authorized positions to act on the District’s behalf for the signature of checks and electronic funds transfers. This policy is applicable to the signing of all checks, contracts, agreements and electronic funds transfers for the Castle Pines North Metropolitan District. The District Manager, Finance Director, Board President, and Board Treasurer will be added as signatories on District Bank Accounts.

**Check Signing Authority.** All checks issued by the District shall be signed by the District Manager. Checks greater than \$20,000 shall be countersigned by the Board Treasurer, or Board President.

**Electronic Funds Transfers.** Electronic funds transfers into and out of the District’s accounts may be initiated by authorized Staff in the Finance Department for payment of payroll, debt service and vendor liabilities. In all instances, the electronic funds transfer must be initiated by an authorized Finance Department staff member and reviewed and approved by the Finance Director to maintain a high level of internal control. Authorized Customer Service staff may initiate and process ACH debit payments from utility customer accounts. The initial set-up of these recurring ACH transactions is reviewed by the Office Operations Manager.

## 1.6 **Investments**

**Purpose.** The purpose of this Investment Policy is to establish the investment objectives, delegation of authority, standards of prudence, eligible investments and transactions, internal controls, reporting requirements, and safekeeping and custodial procedures necessary for the prudent management of District funds which are temporarily in excess of current requirements.

**Scope.** The provisions of this Investment Policy shall apply to all financial assets of the District except pension, deferred compensation, other special agency funds identified specifically by Board action, and proceeds restricted by bond documents related to the issuance of bonded indebtedness. Included under the provisions of this Investment Policy are operating funds, debt service funds and capital projects funds (including proceeds from new capital money generated from bond sales), and any other funds not specifically excluded.

In order to effectively make use of the District's cash resources, all cash, except for those restricted by the Board and special accounts identified pursuant to various agreements, shall be pooled into one investment account and accounted for separately. The investment income derived from this account shall be allocated to the various funds based upon each fund's respective participation.

**Investment Objectives.** The District's funds shall be invested in accordance with all applicable District policies and codes, Colorado statutes, and Federal regulations, and in a manner designed to accomplish the following objectives, which are listed in priority order:

- Stewardship in the protection and preservation of investment principal.
- Maintenance of sufficient liquidity to meet anticipated disbursements.
- Productive maximization of funds available for investment.
- Attainment of a market rate of return for investment earnings.

**Delegation of Authority and Internal Controls.** The responsibility for investment of all District funds resides with the Finance Director who has been designated the Chief Financial Officer by the District's Board of Directors. Persons authorized to transact investment business on behalf of the District are the following:

- Finance Director
- District Manager

The Finance Director shall establish and maintain written administrative procedures and internal controls for the operation of the District's investment program which are consistent with this Investment Policy. Authority to establish accounts necessary to facilitate the investment and safekeeping of District funds is delegated to the Finance Director and the Treasurer, provided that the investments and delivery thereof are

consistent with the Investment Policy and Procedures adopted by Resolution of the District's Board of Directors.

It is Recommended that the District engage the support services of outside professionals. Such services may include portfolio management, special legal representation, third party custodial services and appraisals by independent credit rating services.

**Prudence and Standards for Investment.** The standard of prudence to be used for managing the District's assets is the "prudent investor" rule applicable to a fiduciary, which states that a prudent investor "shall exercise the judgment and care, under circumstances then prevailing, which men of prudence, discretion, and intelligence exercise in the management of the property of another, not in regard to speculation but in regard to the permanent disposition of funds, considering the probable income as well as the probable safety of their capital." (CRS 15-1-304, Standard for Investments.)

The District's overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust. The District recognizes that no investment is totally free of risk and that the investment activities of the District are a matter of public record. Further, the District recognizes that occasional measured losses may occur in a diversified portfolio and shall be considered within the context of the overall portfolio's return, provided that this Investment Policy has been followed and that the sale of a security prior to maturity is in the best long-term interest of the District.

Personnel acting in accordance with this Investment Policy and written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price change or other loss in accordance with the District's Indemnification Policy in effect at the time pursuant to the District Bylaws.

**Ethics and Conflicts of Interest.** Elected officials and employees involved in the investment process and outside professionals retained for portfolio management services shall refrain from personal business activity that could conflict with proper execution of the investment program, or create the appearance of an impairment of their ability to make impartial investment decisions. Employees and investment officials shall disclose to the General Manager any material financial interest they have in financial institutions that conduct business with the District, and they shall subordinate their personal investment transactions to those of the District. Employees shall comply with the District's personnel policy and practices relating to conflicts of interest.

**Authorized Investments.** All investments for the District shall be made in accordance with the Colorado Revised Statutes (C.R.S.) as follows: C.R.S. 11-10.5-101, et seq., Public Deposit Protection Act; C.R.S. 24-75-601, et seq., Funds - Legal Investments; C.R.S. 24-75-603, et seq., Depositories; and C.R.S. 24-75-701 and 702, et seq., Investment Funds – Local

Government Pooling. Any revisions or extensions of these sections of the C.R.S. will be assumed to be part of this Policy immediately upon being enacted.

The following investment parameters shall apply to all of the District's portfolios (the "Portfolio") in the aggregate.

The ratings requirements outlined in this section are those as published by Standard & Poor's ("S&P"), a Nationally Recognized Statistical Rating Organization ("NRSRO"). Securities purchased may be rated by Standard & Poor's, Moody's Investors Service, or Fitch Ratings, therefore, the ratings equivalents of those referenced by S&P are listed below:

<b>LONG-TERM RATINGS</b>		
<b>Standard &amp; Poor's</b>	<b>Moody's Investors Service</b>	<b>Fitch Ratings</b>
AAA	Aaa	AAA
AA+	Aa1	AA+
AA	Aa2	AA
AA-	Aa3	AA-
A+	A1	A+
A	A2	A
A-	A3	A-

<b>SHORT-TERM RATINGS</b>		
<b>Standard &amp; Poor's</b>	<b>Moody's Investors Service</b>	<b>Fitch Ratings</b>
A-1+	P-1	F1+
A-1	P-1	F1

<b>POOL RATINGS</b>		
<b>Standard &amp; Poor's</b>	<b>Moody's Investors Service</b>	<b>Fitch Ratings</b>
AAAm	Aaa	AAAmmf
AAAf	Aaa-bf	AAAf

Only the following types of securities and transactions shall be eligible for use by the District:

1. U.S. Treasury Obligations. Treasury Bills, Treasury Notes, Treasury Bonds and U.S Treasury Strips or those securities for which the full faith and credit of the United States are pledged for the payment of principal and interest with maturities not exceeding five years from the date of trade settlement. 100 percent of the Portfolio may be invested in U.S. Treasury Obligations.



2. Federal Agency and Instrumentality Securities. Any security issued by, fully guaranteed by, or for which the full credit of the following is pledged for payment: The federal farm credit bank, the federal land bank, a federal home loan bank, the federal home loan mortgage corporation, the federal national mortgage association, the export-import bank, the Tennessee Valley Authority, the government national mortgage association, the world bank, or an entity or organization that is not listed in this paragraph but that is created by, or the creation of which is authorized by, legislation enacted by the United States congress and that is subject to control by the federal government that is at least as extensive as that which governs an entity or organization listed in this paragraph. Such securities must be rated at least AA- or the equivalent at the time of purchase by at least two NRSROs and have a final maturity not exceeding five years from the date of trade settlement. Subordinated debt shall not be purchased. 100 percent of the Portfolio may be invested in Federal Agency and Instrumentality Securities, but the District shall limit investments in a single issuer to 35 percent of the Portfolio.
3. Repurchase Agreements with maturities of 90 days or less collateralized by U.S. Treasury Securities listed in 1 above or Federal Agency and Instrumentality Securities listed in 2 above with maturities not exceeding ten years.

The collateral shall have a minimum market value (including accrued interest) of 102 percent of the dollar value of the transaction.

Collateral shall be held by the District's custodian bank as safekeeping agent, and the market value of the collateral securities shall be marked-to-the-market daily.

Repurchase Agreements shall be entered into only with broker/dealers recognized as a primary dealer by the Federal Reserve Bank of New York, or with firms that have a primary dealer within their holding company structure, who have executed an approved Master Repurchase Agreement with the District. Approved Repurchase Agreement counterparties shall have a short-term credit rating of at least A-1 or the equivalent and a long-term credit rating of at least A or the equivalent by each NRSRO that rates the firm, at the time of purchase. 100 percent of the Portfolio may be invested in repurchase agreements but the District shall limit investments with a single counterparty to 35 percent of the Portfolio.

4. Commercial Paper issued by any corporation or bank organized and operating within the United States and with an original maturity of 270 days or less from date of trade settlement. Such securities shall be dollar-denominated and rated at least A-1 or the equivalent at the time of purchase by at least two NRSROs that rate the commercial paper. The District shall limit investments in Commercial Paper to no more than 35 percent of the total Portfolio and 5 percent per issuer.
5. Corporate Debt with a maturity not exceeding three years from the date of trade settlement, issued by any corporation or bank organized and operating within the United States. Such securities shall be dollar-denominated and rated at least AA- or the equivalent at the time of purchase by at least two NRSROs. The District shall limit investments in Corporate Debt to no more than 35 percent of the total Portfolio and 5 percent per issuer.

6. General Obligations and Revenue Obligations of state or local governments with a final maturity not exceeding five years from the date of trade settlement. Such obligations of Colorado (or any political subdivision, institution, department, agency, instrumentality, or authority of the state) shall be rated at least A- or the equivalent at the time of purchase by at least two NRSROs. Such obligations of any other governmental entity shall be rated at least AA- or the equivalent at the time of purchase by at least two NRSROs.

The District shall limit investments in General and Revenue Obligations to no more than 35 percent of the total Portfolio and 5 percent per issuer.

7. Bankers Acceptances with maturities not exceeding 180 days from the date of trade settlement, issued by FDIC insured state or national banks. Bankers Acceptances shall be rated at least A-1 or the equivalent at the time of purchase by at least two NRSROs. The District shall limit investments in Eligible Bankers Acceptances to no more than 35 percent of the total Portfolio and 5 percent per issuer.
8. Local Government Investment Pools (“LGIP”) organized pursuant to the provisions of Article 75, Title 24, Part 7 of C.R.S. 100 percent of the Portfolio may only be invested in LGIPs that have policies which seek to maintain stable net asset value and a maximum weighted average maturity of 60 days. The Board shall approve the use of specific local government investment pools.
9. Money Market Mutual Funds registered under the Investment Company Act of 1940 that are "no-load" (i.e. no commission or fee shall be charged on purchases or sales of shares); seek a constant daily net asset value per share of \$1.00; have a maximum stated maturity and weighted average maturity in accordance with Rule 2a-7 of the Investment Company Act of 1940; and have a rating of AAAM or the equivalent by any NRSRO. Board approval shall be required for the use of specific Money Market Funds except for those offered by a commercial bank at which the District maintains accounts for which approval is automatically granted if it meets the above requirements. 100 percent of the Portfolio may be invested in money market mutual funds.
10. Negotiable Certificates of Deposit (“Negotiable CDs”) with a maturity not exceeding three years from the date of trade settlement and issued by any bank organized and operating within the United States. Negotiable CDs must be dollar-denominated and must, at the time of purchase, have either a) a long-term rating of at least AA- or the equivalent by at least two NRSROs, or b) short-term ratings of at least A-1 or the equivalent by at least two NRSROs. The District shall limit investments in Negotiable CDs to no more than 35 percent of the total Portfolio and 5 percent per issuer.

The foregoing list of authorized securities and transactions shall be strictly interpreted. Securities held by the District that have been downgraded to a level that is below the minimum ratings described herein may be sold or held at the District’s discretion. The Finance Director shall notify the Board of any such downgrade and the recommended

course of action. The Portfolio will be brought back into compliance with Investment Policy guidelines as soon as is practical.

**Investment Diversification.** It is the intent of the District to diversify the investments within its Portfolio to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions, corporations, or maturities. The asset allocation in the Portfolio should, however, be flexible depending upon the outlook for the economy, the securities market, and the District's anticipated cash flow needs. The District will limit the combined total of investments in Commercial Paper, Bankers Acceptances, Corporate Debt and Negotiable CDs to 50% of the Portfolio.

**Investment Maturity and Liquidity Requirements.** To the extent possible, investments shall be matched to anticipated cash flow requirements. The Finance Director shall maintain sufficient liquidity in the Portfolio to meet anticipated disbursements. Investments shall be limited to maturities not exceeding five years from the date of trade settlement.

**Competitive Transactions.** Each investment transaction shall be competitively transacted with authorized broker/dealers. Whenever possible, at least three broker/dealers or issuers shall be contacted for each transaction and their bid and offering prices shall be recorded.

If the District is offered a security for which there is no other readily available offering, quotations on comparable or alternative securities shall be recorded.

**Selection of Depository and Custodial Banks.** The Board shall approve and the Finance Director shall maintain a list (included as Annex II to this Investment Policy) of commercial banks approved to provide depository, custodial and other banking services for the District. To be considered eligible, a bank must be a member of the FDIC; must qualify as a depository of public funds in the State of Colorado, as defined in C.R.S. 24-75-603 as evidenced by a Certificate issued by the State Banking Board, and shall collateralize all deposits in excess of FDIC coverage as required by the Colorado Public Deposit Protection Act.

**Selection of Broker/Dealers.** It shall be the policy of the District to purchase securities only from authorized broker/dealers. To be eligible, a firm must meet at least one of the following criteria:

**Broker/Dealer Criteria.** Must be recognized as a Primary Dealer by the Federal Reserve Bank of New York, have a primary dealer within its holding company structure; or Qualify under Securities and Exchange Commission (SEC) Rule 15c3-1 (Uniform Net Capital Rule).

If the District does not engage the services of a professional investment advisory firm to assist in the management of the District's portfolio, broker/dealers will be selected by the Finance Director as follows:

1. Consideration will be given to Colorado domiciled broker/dealers, however selection will ultimately be on the basis of their expertise in public cash management and their ability to provide timely, economical and efficient services and transaction processing for the District's account.
2. If selected directly by the Finance Director and Administration, approved broker/dealer representatives and the firm they represent shall be licensed to do business in the State of Colorado and as such are subject to the provisions of the Colorado Revised Statutes, including but not limited to CRS 24-75-601.
3. If the District engages the services of a professional investment advisory firm to assist in the management of the District's Portfolio and to purchase and sell investment securities in accordance with this Policy the Finance Director may authorize the investment advisory firm to utilize their own approved list of broker/dealers. Such approved broker/dealer list shall comply with the Broker/Dealer Criteria listed above and shall be provided to the District as requested.
4. If selected directly by the Finance Director authorized broker/dealer shall be required to submit and annually update a District approved Broker/Dealer Information Request form, including the firm's most recent financial statements, and which the Finance Director shall maintain on file.
5. In the event that an external professional investment advisory firm is not used in the process of recommending a particular transaction for the District's Portfolio, authorized broker/dealers shall attest in writing that they have received a copy of this policy.

**Safekeeping and Custody.** Investment securities purchased for the District will be delivered by book entry or physical delivery and held in third party safekeeping by a Federal Reserve member financial institution designated as the District's custodian bank. To be eligible for designation, a bank shall meet the criteria described in the Selection of Depository and Custodial Banks Section of this Investment Policy. The District shall execute a written Safekeeping Agreement with each custodian bank, prior to utilizing that bank's safekeeping services.

Custodian banks will be selected on the basis of their ability to provide services for the District's account and the competitive pricing of their safekeeping related services. It is the intent of the District that all purchased securities be perfected in the name of the District. Sufficient evidence to title shall be consistent with modern investment, banking, and commercial practices.

All investment securities purchased by the District will be delivered by book entry and will be held in third-party safekeeping by a District approved custodian bank, its correspondent bank or the Depository Trust Company (DTC).

All fed wireable book entry securities owned by the District shall be evidenced by a safekeeping receipt, issued to the District by the custodian bank stating that the

securities are held in the Federal Reserve system in a “customer account” for the custodian bank which names the District as “customer.”

All non-fed wireable securities shall be held by the custodian bank’s correspondent bank or the bank’s participant account with the Depository Trust Company (DTC) and the custodian bank shall issue a safekeeping receipt to the District evidencing that the securities are held by the correspondent bank or the DTC for the District.

**Reporting Requirements.** The Finance Director shall cause to be prepared for the District Treasurer and any other Board member who may request said report a monthly investment report listing the investments held by the District and their current market values. The report shall include a summary of investment earnings and performance results during the period.

**Performance Review.** The Finance Director shall cause to be presented to the District Board, at least quarterly, a review of the Portfolio’s adherence to appropriate risk levels and a comparison between the Portfolio’s performance and the established investment objectives and goals.

The Portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the District’s risk constraints, cash flow characteristics, and state and local laws, ordinances or resolutions that restrict investments. The performance of certain portfolios shall be compared to a total return index that meets the duration objectives of each particular portfolio.

## 1.7 **Debt**

The purpose of this policy is to establish debt issuance guidelines. This policy is applicable to all debt issuance for the Castle Pines North Metropolitan District including obligations which are not legally debt but which are obligations of the Castle Pines North Metropolitan District that are subject to annual appropriation of funds for their payment by the District Board of the Castle Pines North Metropolitan District.

The District will seek to maintain, and if possible, improve its current bond rating so its borrowing costs are minimized and its access to credit is preserved. Sound financial practices, debt management and competent management support the maintenance of the District’s current bond rating. In its relations with rating agencies and the investment community, the District will follow a policy of full disclosure, as required by legal and professional practices.

**Credit Worthiness.** The District will seek to maintain, and as possible, improve its current credit rating so its borrowing costs are minimized and its access to credit is preserved and enhanced.

**Borrowing Purposes.** The District will not fund current operations from the proceeds of borrowed funds, except for short-term cash flow borrowing such as Tax Anticipation

Notes. The District will confine long-term borrowing to capital improvements, projects, or equipment, which cannot be funded from current revenues.

**Debt Repayment.** When the District uses long-term debt financing, it will repay the debt within a period not to exceed the useful life of the improvements or equipment.

Whenever possible, debt shall be self-supporting, and will be revenue debt, or revenue-backed with a general obligation pledge.

The general obligation pledge will be used only for projects, which have a general benefit to District residents, which cannot be self-supporting.

**Loans/Installment Purchases.** Because all loans and installment purchases are considered the District's debt, it is very important that Finance complete those transactions on behalf of the District. Finance will maintain a copy of the agreement, payment schedule, and contact name. Finance is also available to review terms of any loan or lease purchase agreement. All payments will be processed through Finance.

**Other Financing.** The District may issue debt on behalf of its enterprises subject to the same criteria listed above. Debt issued for District enterprises shall be approved by the District Board.

## SECTION 2 PURCHASING POLICIES

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The purpose of this section is to establish purchasing guidelines. These policies are applicable to all purchasing for the Castle Pines North Metropolitan District and are established to ensure that needed goods and services are obtained in a timely manner, at the lowest prices possible, consistent with acceptable quality standards.

Consistent with these objectives, a part of the District's procurement activity is decentralized. In recognition of the cost of staff time and to reduce the cost of making small purchases, purchasing cards are issued to selected personnel as approved by the Department Head and Finance Director. The purchasing card will be defined later in this manual.

Procedures which apply to purchases made directly by District staff as well as the steps followed by the Finance Department are described below, along with the public purchasing law and ethical standards that shape the District's purchasing activities.

### 2.1 Governing Laws and Policies

Procurements by Castle Pines North Metropolitan District are governed by state law, and these Purchasing Policies. Castle Pines North Metropolitan District establishes further requirements for the District's purchasing activities in separate sections of this policy. The District's administrative policies and procedures describe basic procurement processes: e.g., public bidding, bid opening, bid evaluation and bid award.

### 2.2 Conflict of Interest

No employee or official of the District shall participate in a transaction, contract, activity, or service of the District which has a direct or predictable effect on the employee's financial interests or the financial interests of an employee's immediate family member or is otherwise prohibited by law.

### 2.3 Requirements for Bidding and Obtaining Price Quotes

**Personal Purchases.** It is prohibited for an employee or official to make purchases for personal purposes or to receive special pricing from a vendor using the District's name, account, or reputation. Employees may not authorize payments to themselves.

**Purchasing Authority.** The purchasing authority thresholds are set forth as follows:

- **Up to \$1,000.** For purchases up to \$1,000, Department Managers shall have the responsibility to authorize purchases.
- **\$1,001 and up.** For purchases of more than \$1,000, the District Manager shall have the responsibility to authorize purchase requisitions.
- **\$120,000 and higher:** Any item for services, projects, or equipment in this category shall be purchased through the formal bid process. Formal bids shall be secured by advertisement

**Purchasing Thresholds.**

Under \$10,000	None
\$10,001 - \$20,000	Three Verbal
\$20,001 and over	Three Written

**2.4 Emergency Purchases**

To meet a public emergency which jeopardizes public health, peace, safety or property, the District Manager may make emergency appropriations.

Furthermore, in Case of an emergency which requires immediate purchase of supplies or services, and time is of the essence, the District Manager shall have the authority to authorize such purchases up to \$120,000 or secure such services needed without complying with procedures as set out in section 2.3. Examples of emergencies requiring emergency purchase include but are not limited to, Water Main ruptures, sewer line collapse, sanitary sewer overflow events system pump or well failures, and weather-related damage requiring immediate repair.

For purchases over \$50,000, a full report of such an emergency purchase shall be made by the District Manager to the District Board no later than the next District Board meeting.

**2.5 Bid Guidelines**

The purpose of this policy is to provide guidance on the process necessary when required to follow the bidding process.

**Formal Bid Notice Requirements.**

- a. All notices and solicitations of bids shall state the time and place of the bid opening.
- b. Notices and solicitations of bids shall include information that these are sealed bids and that they should be so identified (as bids) on the envelope.
- c. Notices and solicitation of bids shall plainly state to whom the sealed bid(s) should be addressed.
- d. Performance bond(s), in cash or otherwise, or other acceptable financial assurance such as letter of credit shall be requested if in the best interest of the District in such an amount as may be deemed sufficient to secure the execution of the contract or furnish supplies.
- e. The Castle Pines North Metropolitan District, Colorado reserves the right to reject any and all bids and waive any informality. The Castle Pines North



Metropolitan District also reserves the right to select the lowest and/or best bidder as determined by the District in its sole discretion.

**Steps in Bid Process.** The following steps are involved in the bid process:

1. A designated District employee or representative prepares the bid package, sets the bid opening date, prepares the advertisement or call for bids, the bid invitation letter, specifications and list of prospective bidders.
2. Responsible person or entity holds public bid opening.
3. A tabulation and analysis of bids received, and a recommendation for award is submitted to the District manager and prepared for consideration by the board of directors. recommendations for bid award to Department Head and Finance Director.
4. Bid award is made pursuant to the purchasing thresholds set forth above.
5. Requesting department obtains purchase order prior to issuing a Notice to Proceed or otherwise obligating the District financially, and administers the contract and notifies accounts payable when payment is to be made through standard invoice procedures.

## **2.6 Change Orders and Contract Amendments.**

Change Orders and Amendments may be necessary for Capital Construction Contracts, Consulting Contracts and Contract Purchase Orders. Change Orders and amendments must include all requisite signatures and backup materials and be provided to the Contract Administrator.

Change orders or amendments that \*materially alter the scope of the project or exceed the lesser of 10% of the original contract amount (with previous amendments), or \$120,000 require board approval. Staff will submit to the Board for approval any change order or amendment that exceeds this threshold. If a single change order or amendment exceeds the calculated threshold, staff shall bring the change order or amendment to the Board for approval.

Under no circumstances shall staff exceed the budgeted amount for a project without Board approval.

\*Materiality is defined as removing or adding scope that modifies the defined scope of work for the project.

## **2.7 Exclusive Service**

In the event that there is only one firm or company or individual capable of providing a particular service or commodity, referred to as a sole source vendor, and such services or commodities cannot be secured from any other person or company, then the Board of Directors may authorize securing such items without the above bidding process(es) by declaring a sole source vendor. Board approval must be received **prior** to making the purchase. To receive such authorization, the District Manger must submit, a detailed

report explaining why this is the only feasible person/company from which to purchase/contract; and confirmed research must be included in the explanation.

## **2.8 Exemptions from the Public Bidding Process**

The District recognizes certain exemptions from the Public Bid Process, as described herein.

**Professional Services.** This Purchasing Policy shall not apply to professional services and the requirements shall not be mandatory in the employment of professional services. Professional services include, but are not limited to, the following: Attorneys, Bond Counsel, Certified Public Accountants/Auditors, Consultants, Engineers, Financial Advisors, Physicians, Real Estate Brokers.

**Design-build Services.** This Purchasing Policy shall not apply to design-build, or Construction Manager at Risk (CMAR) specialty services so long as the District Board approves such an exemption through formal action.

**Use of State Bids Awards.** This Purchasing Policy shall not apply if the purchasing department is able to piggy-back on a State bid award, GSA bid award, or other bid award where a Public Bid Process has taken place.

## **2.9 Contract Authority**

The District Manager shall have the power and duty to approve and execute, by signature, all contracts or agreements of, or on behalf of, the District or its enterprises, subject to the following limitations:

- No contract or agreement shall exceed \$80,000. Contracts or agreement exceeding \$80,000 shall be taken to District Board for approval
- No contract or agreement shall involve conveyances of interest in land, bonds, indentures, evidence of indebtedness, or proclamations, unless the authority to approve and execute such documents shall be granted by the District Board.
- Such contract or agreement does not constitute an “intergovernmental agreement” under Colorado law.
- It shall be the District Manager’s duty to ensure that all District contracts and agreements are procured in compliance with the requirements of the Castle Pines North Metro District Municipal policy and any applicable rules and regulations.
- No District contract shall be approved or executed unless funds for the payment of obligations under the contract or agreement are in the budget approved by District Board and the funds have been appropriated by the District Board. This section shall not prohibit approval and execution of multi-year contracts or agreements where such agreements are legally permissible.

## 2.10 **District Issued Credit Cards**

The purpose of this policy is to maintain the financial integrity of the District and its staff. Purchasing Policy applies to all items procured by the use of a credit card.

**Issuance.** District credit cards may be issued to personnel as authorized by the District Manager.

- **Legitimate Business Expenses.** A credit card shall be used for purchases on behalf, or costs associated with, approved travel. No cardholder may procure goods or services for personal purposes. A personal use of a credit card consists of an item that is not a legitimate business expense and must be reimbursed to the District. Misuse of the card could subject an employee to discipline pursuant to the personnel policies of the District.
- **District Manager Credit Card Purchases.** District Manager must get approval either from the Board President, or Treasurer for all expenses placed on a credit card. Following a review of the statement and associated receipts, the reviewing party must sign and date the monthly invoice, if expenses are approved.
- **Monthly Statements.** It will be the responsibility of the Finance Department, to reconcile the monthly credit card statement to the purchase orders and receipts. Original receipts must be submitted to Finance with a general ledger account code written on the receipt.
- **Travel-related expenses.** If a spouse or family member is accompanying the employee on a business trip, only employee's travel expenses may be charged to the card.
- **Meal and Incidental Expenses Per Diem and Automobile Reimbursement.**
- **Employees traveling to attend training or on other District business shall receive a meal and incidental expense per diem based on the rate published by U.S. General Services Administration (GSA) Website, [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem), for the particular District or County they are visiting. The per diem for partial day travel shall be determined by the breakout provided on [www.gsa.gov/mie](http://www.gsa.gov/mie).**
- **Employees traveling on District business and using a personal vehicle shall be reimbursed the published Internal Revenue Service (IRS) standard mileage rate for auto expenses. Employees should make use of District vehicles when possible, when traveling on District business.**

## 2.11 **Bank Accounts**

Bank accounts may only be opened by the Finance Director or District Clerk/Treasurer, following approval by the District Manager. No other employee or department of the District shall open a bank account in the District's name using the District's tax identification number.

Monthly account reconciliation will be performed by the Finance Department, with copies of the required information furnished to Finance within a timely manner. Reconciliation will clearly show beginning balance, deposits made, checks written, outstanding checks, and any charges or unusual items. The reconciliation must agree between the bank statement and the general ledger.

## SECTION 3 FINANCIAL OVERSIGHT & INTERNAL CONTROLS

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This section has been developed to provide District staff involved with department financial systems and/or budget preparation with a conceptual framework of some of the concepts and processes that are involved with financial management and control. This section is intended to give a brief description of the “universe” in which the budget process “lives”.

### 3.1 **Fund Accounting Theory**

This section explains the basic concept of fund accounting. It also describes the types of funds that exist in Castle Pines North Metro District.

**Fund Accounting.** Unlike most private enterprises, the District provides services which, were they not provided by a government agency, would be considered monopolistic. Therefore, many of the free market economic controls, such as price, no longer ensure that services are provided in the most effective and efficient manner possible

In order to account for these resources and the related expenditures, an accounting theory based on a measurement unit called a fund was developed. Instead of putting all the District’s resources together in one set of accounts and then trying to figure out what was related to what, the District’s resources are accounted for in separate sub-entities called funds.

Each fund is a self-balancing set of accounts which records all the activity concerning the assets, liabilities, equity, revenues, and expenditures needed to carry on a specific activity. The separation of the District’s activities into funds allows the District to maintain the appropriate (required) controls over expenditures for each activity and to report on specific activities to interested citizens.

**Fund Type.** The District operates two Enterprise Funds (also called Business or Proprietary Funds). These funds account for Water and Wastewater operations and are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs (expenses including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user determination of revenues earned, expenses incurred, and/or net income as appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

### 3.2 **Basis of Accounting/Budget Reporting**

This section describes two financial concepts that drive the way in which the District’s finances are maintained and reported: “Basis of Accounting” and “Budget vs. GAAP Reporting”.

**Basis of Accounting – Cash vs. Accrual.** The term “basis of accounting” refers to when revenues, expenses, expenditures - and the related assets and liabilities - are recognized in

the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made. The following are the basis of accounting available for use by the District. These funds are primarily driven by collected rates and fees. The District does maintain a mill levy, pursuant to state law no more than 10% of the annual income received by these funds can come from tax dollars, of any kind.

- a. Cash Basis – Transactions are recognized only when cash is received or disbursed.
- b. Accrual Basis – Transactions are recognized when an economic event occurs, regardless of whether or not cash is received or paid. Proprietary funds, which encompass the enterprise funds, use the accrual basis of accounting. These funds have an income measurement/capital maintenance focus. The accrual basis of accounting is used by private enterprises as well.
- c. Modified Accrual Basis – Expenditure transactions are recognized when incurred. Revenues are recognized when they are both measurable and available to finance the expenditures of the current period. Governmental funds, including general, special revenue, debt service, and capital projects, use the modified accrual basis of accounting. For a revenue to be recognized in a governmental fund, it must be “measurable” (the amount must be known or be reasonably estimated), and it must be “available” to finance the expenditures of the same fiscal period for which the revenue is recorded. “Available,” in this case, means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. For purposes of consistency, that timeframe shall be sixty (60) days which was set for purposes of Property tax revenues.

**Reporting Focus – Budget vs. GAAP.** This concept is used at the Castle Pines North Metropolitan District to refer to the way transactions are recorded and reported for compliance with Colorado Budget Law as opposed to financial statement presentation in conformance with Generally Accepted Accounting Principles. The District’s monthly statement of revenues and expenditures are reported during the fiscal year on what is informally called a “budget basis.” The District’s transactions are recorded throughout the year in accordance with the financial statement requirements as set forth within the Colorado Revised Statutes. By recording the transactions in general compliance with this law, the revenues and expenditures can be more easily monitored on a monthly basis to ensure compliance with the legal requirements as set forth within the Colorado Revised Statutes.

At the end of the fiscal year, adjustments are made to present the financial information in a format that is comparable to that used by other local government units around the country. The standards for this reporting are referred to as “generally accepted accounting principles” (or GAAP basis). The adjustments to convert the District’s financial records from “budget basis” to “GAAP basis” are made to ensure that the District’s financial statements are fairly and consistently presented in conformance with GAAP.

### 3.3 **Budgeting**

This section has been developed to provide District staff involved with budget preparation with a conceptual framework in which to prepare the Executive Budget Recommendation. Whenever possible, specific policies, procedures, and parameters have been outlined to enable the user to operationally develop a particular aspect of the budget. There may be instances when an unusual situation that might affect a department is not addressed in this manual; in that case, the department should contact the Finance Director for specific instructions to address the situation.

**Budget Process Timeline.** It is the District Manager's responsibility to develop a budget process timeline in a timeframe that allows appropriate, responsible development of budgets. A typical timeline will be as follows:

May-June	Finance Director prepares revenue projections
August-Sept	Budget refinement and document production
Oct 15	Draft budget to District Board not later than this date.
Oct	Budget work sessions open to the public
Oct-Nov	Public Hearing and First Reading of Budget Ordinance
Dec 15	Budget must be adopted by the Board of Directors

#### **District Manager/ Finance Director Responsibilities.**

- b. Financial Summary Requests: Information regarding historical and current financial line item allocations will be provided. .
- c. Appropriate revenue and expenditure projections that account for economic conditions, operating changes, community growth, etc.
- d. Capital project planning and cost estimates.
- f. Reviewing all budget materials for accuracy, content, and style.

**Budget Adoption.** Following internal development and review of the budget, the District Board will hold hearings on the budget, to provide a public review of the document and to discuss further budget development. Following review at the Board level, the Board shall provide authority to expend funds through a Budget Ordinance adopted in an open meeting.

- a. The Budget Ordinance shall authorize the budget at the Fund and Department level.
- b. The amount appropriated to a specific fund and/or department may change as a result of subsequent Board actions.

**Adjustments to Budget.** From time to time, the budget may require adjustments due to unforeseen expenditures, to recognize unanticipated revenue, or to adjust operating transfers. Adjustments may be made as follows:

- a. Budget Resolution. During the year, adjustments that will change the budget at the Fund or Department level may be made by bringing a supplemental budget resolution to the Board for their approval.

- b. The District Manager has authority to authorize changes to specific line items within each Fund and Department, provided that the overall amounts budgeted by Board are not changed.
- c. At the end of each year, the Finance Department will prepare a Budget Amendment, by Ordinance, to formalize the budget adjustments that were made during the year.

### 3.4 **Financial Monitoring**

This section outlines the responsibilities of Departments in monitoring and managing the approved Budget.

**Financial Statement.** After the month ends, a Financial Statement is generated which summarizes each revenue and expenditure account detailing budgeted amount, total collected or spent for the month and year-to-date, current year encumbrances and the percentage of total to budgeted dollars. The District Manager, Board, and Finance Director also review the monthly Financial Statement for unusual activity. This financial statement is presented to the Board of Directors for approval at each regular meeting.

**District Manager responsibility.** The District Manager is ultimately responsible for the implementation and management of the budget and for the proper use and preservation/protection of the District's assets.

**Finance Department responsibility.** The Finance Director is charged with the primary responsibility for monitoring the fiscal and program implementation of the approved budget. The Finance Director will report monthly to the District Manager on various aspects of budget implementation and management. The Finance Department may review fiscal issues affecting any part of the District organization. This activity supports the monitoring role and focuses on the protection of District assets and the legal, efficient, and effective use of District resources. The Finance Director will provide District Board with a monthly update on the District's finances including a financial report containing budget versus actual revenue and expense information

### 3.5 **Credit Collections**

When the District receives a check for goods or services, it is deposited into the District's bank account. Upon a check being returned from the bank due to insufficient funds, the party will be notified and informed to pay their balance and applicable fee(s).

### 3.6 **Cashier/Cash Receipts**

- Cash and checks are sometimes received at District offices. In cases of counter activity, a customer receipt is generated by the authorized employee which enters the transaction into a batch in the financial management system or the utility billing system. These cash receipt batches are reviewed and posted to the system by the office operations manager or in the case of utility bill payments, the office operations manager, or designated staff. In cases of wire transfer to the



District's bank account, a journal entry is prepared and posted to the general ledger. Cash Deposits are made by the office operations manager on a weekly basis, and payments recorded in the utility billing system

- A new batch is created every morning to process the receipts, including bill payments completed by the processing vendor. When the batch is closed and the appropriate reports have been completed, the batch is assigned to the Accountant or the Finance Director.
- Bank accounts are reconciled monthly by the Accountant and reviewed by the Finance Director.

## SECTION 4 DISTRICT PROPERTY

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The District strives to be good stewards of all of our resources. In addition to financial resources, community resources include capital assets and properties. The purpose of this section is to establish guidelines for fixed asset accounting as well as surplus property that is no longer of use or value to the District.

### 4.1 **Fixed Assets**

Fixed assets are maintained by the Finance Department using a perpetual inventory system. The term “fixed asset” is used to describe land, buildings, vehicles, equipment, and other items used in providing services to the community. It is important to track an entity’s fixed assets to help protect the items against theft, loss, or misuse. The District will perform a physical inventory of its tangible capital assets, either simultaneously or on a rotating basis, so that all of the District’s tangible capital assets are physically accounted for, at least once every five years. Each asset will be included in a detailed physical inventory report and will identify items that have been disposed of or transferred to a different location within the District.

An item is given a sequential number for identification. Upon payment of invoice, the sequential number can then be used to trace the item back to the fixed asset listing, which includes serial numbers, model numbers, location, and historical cost information. Once the item is received by the department intended, it is the department’s responsibility to notify the Finance Department upon transfer to another department or disposal.

For Financial Statement purposes, the District capitalizes and reports any individual Fixed Asset over \$5,000 in the Enterprise Funds and the General Fixed Asset Account with an estimated useful life of more than one year following the date of acquisition. The District will apply its threshold to individual items rather than to groups of similar items (e.g., desks and tables). Infrastructure assets will be treated separately from other capital assets and the capitalization threshold will focus on new construction or extension of useful life of an existing infrastructure item.

### 4.2 **Surplus Property Disposal**

This section describes the methods for disposal of surplus personal property at the Castle Pines North Metropolitan District. Disposal of the District’s surplus property is under the direction of District Manager. In every instance, revenues from the sale of surplus items must be deposited into the District’s bank accounts. The methods of disposal used are:

**De Minimis Valued Items.** Non-capital material and supply Items that are normally used up during the normal course of business and have an individual value of less than \$2,500, are exempted from the formal surplus disposal process. These items can be thrown away, destroyed, donated, or sold.

**Unusable Equipment.** The disposal of capital equipment that has only a salvage value that is less than \$2,500, is exempted from the formal surplus disposal process. These items can

be sold for salvage value without a declaration of surplus property, upon approval of the District Manager.

**Auction Sale of Property.** Non-attached personal property may be sold at auction if Board of Directors determines that the auction contemplated will probably result in a higher return than if the property were sold by competitive written bid.

**Sealed Competitive Bid for Property.** When the current value per item is deemed to exceed \$5,000, the personal property must be offered for competitive written or be offered for sale at public auction. If no bids are received or if a determination is made that the market value of the property exceeds the offer of the highest responsible bidder, all bids may be rejected and the District Manager or designated employee or representative may negotiate a sale subject to the following conditions:

- a. An appraisal of the market value of the property is obtained and documented and the negotiated sale price meets or exceeds the market value; or
- b. The sale amount exceeds the highest bid received through the bidding or auction process.

**Donations of Property.** The District Manager may transfer property, including recyclable or reclaimed materials, without payment or only nominal payment without competitive bids to another public agency or recognized non-profit subject to the following:

- a. A determination has been made that the property is not needed for other public purposes and that its economic value has been expended by the District;
- b. It will be transferred to the public agency or non-profit corporation for the express purposes of providing the public services the entity provides;

**Trade-In of Property.** Property may be traded in conjunction with acquisition of other items at the time competitive bids are solicited for those items. Property may also be traded in exchange for services provided to the District, that directly benefit the operations of functions of the District. Notice of the item traded in should be provided to Finance by the appropriate Supervisor or Department Head within seven (7) days of trade to remove from the asset list and discontinue insurance coverage.

August 21, 2024

## Memorandum

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

From: Greg S. Sekera, P.E.

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

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

### DISTRICT PROJECTS

**Water Treatment Plant Upgrades** – There are 3 projects currently in the planning, design or construction phases. The HVAC and Tank Rehabilitation projects have been successfully completed and the assets are in use. Projects in Progress:

- Liquid Ammonia Sulfate (LAS) Storage and Feed System Upgrade: CGRS, the general contractor, is actively executing the contract work to upgrade the LAS Feed System.
  - Status: Active Construction
- Facility Documentation Program: The KJ Team is progressing through various phases of the Facility Documentation Program, aiming to capture, document, and develop infrastructure, controls programming, and operational procedures related to the Water Treatment Plant. Active phases include:
  - Electrical, Instrumentation & Controls Documentation: KJ has finalized baseline P&IDs representing the WTP's current state. These P&IDs will serve as living documents, updated with each capital project completion.
  - Asset Management Registry Update: KJ has started the development of an asset hierarchy that will later be inputted into the asset system AIMS. Our efforts are focused on better information storing and improvement on the current work order process. This phase will be on-going over the next several months.
- Filter Rehabilitation Project: KJ is developing the pilot report that will analyze and summarize the results from the summer pilot. KJ is developing the scope of work for the next phase of this project.

## Memorandum

Engineer Report – Castle Pines North Metropolitan District  
August 21, 2024  
Page 2

### Collection and Distribution Projects – Projects in Progress:

- ❖ Lift Station Upgrades – Final design and agency reviews are in progress. CDPHE requires new Site Applications and design reviews for the proposed lift station improvements. Lift Stations 1 and 5 are in process and CDPHE has been responsive. We expect final approval before the end of this year. We are currently at the 90% design level with plan set A – Lift Stations 1, 2, and 5. Plan set B is at 60% design level. We provided Nathan our Budget Amendment No. 2 for review and consideration by the Board for additional engineering. We will be present at the meeting to review our request and respond to any questions.

- Status: Currently in design and agency reviews
- Anticipated Bid: Plan Set A Lift Stations – Q4 2024

*Notice of Violation / Cease and Desist Order* – No updates. We will continue to provide support and respond to comments and questions from the State.

- ❖ Yorkshire Water Line Replacement – Project is complete and has been accepted by the District and City for start of the warranty period. As-built documentation has been completed and the GIS system updated.
- ❖ Well Vault Rehab Project – Conducted pre-construction meeting with GSE Construction Company on June 17. The construction start date is pending reduction in seasonal demands and transition to Interconnect Water.
  - Status: Pre-construction
  - Anticipated Construction Start: October 2024
- ❖ Monarch Water Line Replacement (Phase 1) – The Contractor, ESI, has completed installation of the Phase 1, 16-inch water line. Project close-out, punch list work, and acceptance of the project are pending completion of the final connection and the City's road improvements.
  - Status: Water line construction 100% complete. One tie-in remains.
  - Anticipated Completion: September 2024
- ❖ Monarch Water Line Replacement (Phase 2) – Phase 2 is replacement of the water line from Glen Oaks Avenue to Buffalo Trail and consists of approximately 2,900 feet of new 16-inch water line. We have initiated design and are coordinating with the City for their road design and revised schedule for the project. The schedule for bidding the project has not yet been determined but we will coordinate with the City to have our design ready for the bid package.
  - Status: Waiting on pothole data. Design is at 60% level.
  - Anticipated Bid Date: TBD by City

## Memorandum

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August 21, 2024  
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### DEVELOPMENT PROJECTS

- ❖ JAM Ranch Inclusion Study – Property is located at southwest corner of the Happy Canyon Road and I-25 interchange. We will perform a service feasibility study when requested by the District.
- ❖ New Service Line Reviews – We have continued observations of new water and sewer taps and services in Lagae Ranch and Town Center for conformance to the District standards. We will continue the observations as requests are received by the District.
  - Status: Active on an as needed basis
- ❖ Lagae PA-7 Site – *No new updates for this past month.* The water and sanitary sewer mains and service line stub-outs to the townhome buildings are complete. The Developer is continuing with townhomes, and we are reviewing the meter and service lines as they request. Acceptance of the project for start of conveyance is pending completion of punch work and documentation.
  - Status: Punch list and close out phase
- ❖ Castle Pines Self-Storage – Reviewing water and sewer plans for proposed self-storage on 2 Lots within the Lagae Family Parcel at Castle Pines Pkwy and Lagae Road. We have reviewed several plan submittals to date.
  - Status: Developer is working on final approvals from City
  - Plan Review Status: Reviewed 2<sup>nd</sup> submittal August 2024

# Castle Pines North Systems Report July 2024

*Presented by:*

**Semocor, Inc.**

3995 Castlewood Canyon Rd.

Castle Rock CO, 80104

# Water Treatment

#NAME?		Jul-23	Jul-24	
LDA-1	1	0.000	12.90	Normal Operation/To Irrigation
Reuse	2	14.730	10.06	Normal Operation/To Irrigation
A-1	3	0.000	23.54	Normal Operation
A-2	4	0.000	0.00	Normal Operation
A-3	4	0.000	15.93	Normal Operation
A-4	1	1.190	15.93	Normal Operation
A-5	1	13.200	0.00	Normal Operation
A-6	2	26.160	11.39	Normal Operation
DE-6	1	5.900	3.32	Normal Operation
A-7	1	19.610	22.16	Normal Operation
DE-7	2	<u>0.000</u>	<u>0.00</u>	Normal Operation

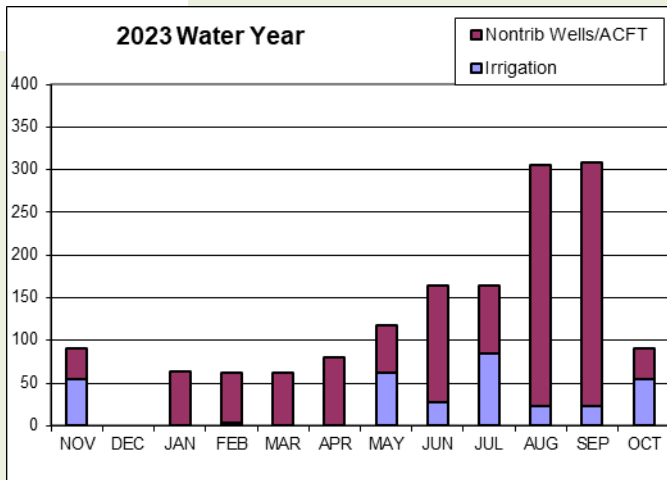
Total MG/Month                    **66.060**                    **92.277**                    *LDA-1 and Reuse not into plant.*

Gallons/day                            **2,130,968**                    **2,976,677**

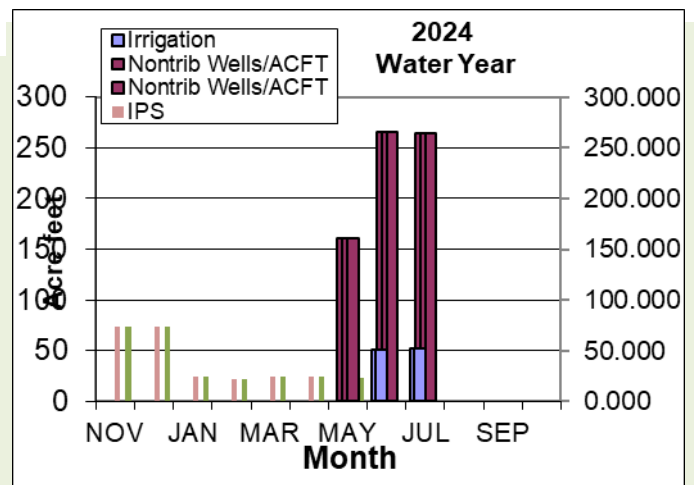
Monthly Precipitation                **3.03**                    **0.67**

Water YTD Precipitation    **18.63**                    **35.31**  
*Total MG/Water*  
*Year*    252.346                    231.302

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



*YTD 17% Irrigation used*



*YTD 16% Irrigation used*

Water treatment Plant – 92,277,000 gallons/month and the Daily Avg. = 59%, maximum day demand = 76% of capacity.



## **Distribution System**- July. 2024

All Water Samples taken for July are good.

IPS Pipeline – Transferred 0 MG in May-Normal Operation

*(2024 water YTD transfer is 236.638 gallons to the district.)*

Water Tanks – Normal Operation

Serena Drive PRV – Normal Operation

Monarch Blvd PRV – Normal Operation

Hidden point PRV – Normal Operation

Zone 4 BPS – Normal Operation.

Meter Readings – Submitted 7-26-2024.

Fire Hydrants – Annual flushing Normal Operation

Water Mains –Normal Operation

## **Miscellaneous**

Generators Water plant. Normal Operation

Work Orders – 41

Failed Inspections – 0.

Emergency call outs - 4

Non-payment shut-offs - 2.

Tag hangings – 17.

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

Final and meter Re-reads – 11

Curb-stop valves/meter pit repairs – 1.

Extra work- Main line work on Monarch completed at this time.

## **Collection System**

All lift stations are undergoing Kennedy Jenks review.

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

All Maintenance completed on lift stations.

Lift station # 1 - Normal Operation

Lift station # 2 -Normal Operation

Lift station # 3 – Normal Operation

Lift station # 4 -Normal Operation

Lift station # 5 –Normal Operation

Lift station # 6 –Normal Operation

Lift station #7 -Normal Operation

Lagae LS - Normal Operation