

**MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
CASCADE METROPOLITAN DISTRICT NO. 1  
HELD JANUARY 24, 2017**

A regular meeting of the Board of Directors of the Cascade Metropolitan District No. 1 (the "Board") was duly held on Tuesday, the 24<sup>th</sup> day of January, 2017, at 5:30 p.m., at the Cascade Fire Station, 8015 Severy Road, Cascade, Colorado. The meeting was open to the public.

**Directors in Attendance Were:**

Mike Herr  
Susan Soloyanis  
Troy Eason

**Absent Directors (excused absence)**

Michael Whittemore  
Stephen Spaulding

**Also in Attendance Were:**

Jennifer Gruber Tanaka, Esq., White Bear Ankele Tanaka & Waldron, Attorneys at Law (via telephone)  
Kevin Walker, Schooler and Associates, Inc.  
Duane Schorman, Cascade Water District Operator  
Andre Kilik, Cascade Water District Operator  
Members of the Public; see attached list

1. **Call to Order:** The meeting was called to Order by Director Mike Herr at 5:36 PM.
2. **Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures:**

Motion by Director Soloyanis to appoint Director Herr as the Acting President for this meeting and to excuse President Whittemore and Director Spaulding. Second by Director Eason. Motion passed unanimously

The Board discussed the requirements pursuant to Colorado law to disclose any potential or existing conflicts of interest to the Board of Directors and to the Secretary of State. Ms. Tanaka reported that disclosures for those directors with potential or existing conflicts of interest were filed with the Secretary of State's Office and the Board at least 72 hours prior to the meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Board. Ms. Tanaka noted that a quorum was present and inquired into whether members of the Board had any additional disclosures of potential conflicts of interest with regard to any matters scheduled for discussion at this meeting. No additional disclosures were noted.

3. **Approval of Agenda:** Mr. Walker recommended the change of item 4 d. to reflect the General Fund of \$31,762.18 and a total of \$55,086.61, and that item 4.g be removed from the Consent Agenda. Motion to approve the agenda as amended and to excuse the Director Eason, seconded by Director Soloyanis. Motion passed unanimously.

4. **Consent Agenda Items:** The Board reviewed and considered the following matters on the consent agenda:

- a. Acknowledge Operations Report
- b. Acknowledge Manager's Report
- c. Approve of Board Meeting Minutes from the November 29, 2016 Meeting
- d. Approve of Payables for the Period Ending January 24, 2017 in the amount of:

General Fund:	\$ 31,762.18
Capital Projects Fund:	\$
Pyramid Mountain Review Retainer*\$	
Grant Capital Projects Fund:	\$
<u>Debt Service Fund:</u>	<u>\$ 23,324.43</u>
Total	\$ 55,086.61

- e. Accept of Unaudited Financial Statements as of November 30, 2016, the schedule of cash position updated as of November 30, 2016 and bank statements
- f. Accept of Unaudited Financial Statements as of December 31, 2016, the schedule of cash position updated as of December 31, 2016 and bank statements
- i. Adopt Resolution No. 2017-01-01: Designating 24-Hour Posting Location

Director Herr noted that he had reconciled the bank statements with the financials for items e. and f. Motion to approve the Consent Agenda was made by Director Eason. Motion was seconded by Director Soloyanis. Motion passed unanimously.

4. **Consideration of items removed from Consent Agenda:** None

#### 5. Management Matters

- a. Update on Water Construction Project – Director Soloyanis updated the Board noting that the design for the project is mostly complete and that the soils data is about half completed. There was difficulty getting County and CDOT to respond in a timely way with permit requests and the Board requested that Mr. Walker assist in communications there. The link for the project from Aspenglow Dr. was being worked out with the owner and engineer and was in its final stages.

Discussion about the timing and location of an open house for the neighbors to react to the project design and discuss issues with the Board and the engineer ensued. It was decided to set the meeting for Saturday, February 25<sup>th</sup> between 9:00 AM and 5:00 PM with the preferred location being Back Room Pizza and

Ute Pass Elementary being a backup location. Notification would include information in the February billing mailing, letters to affected property owners and the Next Door internet site.

#### **6. Operations Matters**

- a. Review of CDPHE Assessment – Mr. Walker reviewed the written report from the CDPHE received on January 3, 2017. The inspection identified zero Significant Deficiencies, Regulation 11 deficiencies or Other Violations. There were 7 recommendations – 2 of which had been completed by the staff and the others were to be addressed by the Manager through completion of required reports by the State or new documents that had been started and will be completed in the next three months. The Board thanked Mr. Kilik and Mr. Schorman for their efforts and the positive report.
- b. Discuss soils drilling mishap – Mr. Walker reported that the issue of who was to pay the invoice for the repair after the December 22 mishap had been resolved with the engineers reimbursing the District for the expense. Invoices had been sent for this repair.
- c. Pump House repairs – Mr. Kilik updated the Board on the status of the pump house roof repairs. Mr. Kilik reported that a 3” valve has been leaking up to a half gallon a minute and discussion ensued about the need to repair the leak or to nurse the system until it is demolished in the overall construction project this year. A cost to repair will be requested by Mr. Kilik and if it is less than \$500, it will be repaired. If more, then Mr. Walker will inform the Board as to a recommended plan. In response to a question from the Board, Mr. Kilik informed the Board that a heater was not added to the pump house and he is monitoring the adequacy of the roof and the concrete blankets to prevent a freezing incident.
- d. Mr. Kilik informed the Board that the meter pits for two meters located on Highway 24 had been repaired and the meters had been protected.

#### **7. Financial Matters**

- a. Mr. Walker informed the Board that Schooler & Associates had successfully transitioned to provide the payroll function for the District.

#### **8. Legal Matters – None**

#### **9. Public Comment**

- a. Mr. Borden asked if billing could be provided via email in the future instead of by paper mailings to reduce costs. Mr. Walker agreed to look into this and report to the Board on when this could be implemented. The Board agreed that it was a good idea and could be used in the distribution of newsletters and other notices.

#### **10. Other Business**

- a. Next Meeting—February 28, 2017 at 5:30 PM.

**11. Adjournment** - Director Soloyanis moved for adjournment at 6:16 PM. Seconded by Director Eason. Motion passed unanimously.

Respectfully submitted,

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

  
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL JANUARY 24, 2017 MINUTES OF THE CASCADE METROPOLITAN DISTRICT NO. 1 BY THE BOARD OF DIRECTORS SIGNING BELOW:

  
\_\_\_\_\_  
Mike Whitemore

  
\_\_\_\_\_  
Mike Herr

\_\_\_\_\_  
Troy Eason

  
\_\_\_\_\_  
Stephen Spaulding

  
\_\_\_\_\_  
Susan Soloyanis

**January 24, 2017**

Please print the requested information below. If you wish to address the Board during public comment, please indicate that by checking the box under the public comment column. Public comment will be taken in the order they appear on this sheet. Public comment is limited to three (3) minutes.

Public	Telephone/Email	Address	Name
<p><b>Comment</b> Please check if you wish to address the Board.</p> <p>Please note comments are limited to 3 minutes.</p>			

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