

**MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
CASCADE METROPOLITAN DISTRICT NO. 1  
HELD OCTOBER 22, 2019**

A regular meeting of the Board of Directors of the Cascade Metropolitan District No. 1 (the "Board") was duly held on Tuesday, the 22<sup>nd</sup> day of October 2019 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 Whittemore  
Susan Soloyanis  
James Borden

**Also in Attendance Were:**

Jason Meyer, GMS  
Kevin Walker, Walker Schooler District Managers  
Kristina Kulick, Walker Schooler District Managers  
Members of the public (see sign-in sheet attached)

1. **Call to Order:** President Whittemore called the meeting to order at 5:36 p.m.
2. **Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures:** President Whittemore confirmed a quorum. 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. Mr. Walker 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. No additional disclosures were noted.
3. **Approval of Agenda:** Director Soloyanis moved to excuse Directors Herr and Eason from the meeting; seconded by Director Borden. Motion passed unanimously. Mr. Walker added agenda items for easements, the Berryman proposal and the berm release. Director Soloyanis moved to approve the agenda as amended; seconded by Director Borden. Motion passed unanimously.
4. **Resolution of Appreciation for Duane Schormann:** Director Soloyanis moved to adopt the Resolution of Appreciation for Duane Schormann; seconded by Director Borden. Motion passed unanimously.
5. **Consent Agenda Items:**
  - a. Acknowledge Managers Report
  - b. Approval of Board Meeting Minutes from the Regular meeting held on September 24, 2019 Meeting

- c. Approval of Payables for the period ending October 22, 2019 in the amount of:
 

|                              |                     |
|------------------------------|---------------------|
| General Fund:                | \$ 28,797.71        |
| Capital Projects Fund:       | \$ 14,614.53        |
| Grant Capital Projects Fund: | \$ -                |
| <u>Debt Service Fund:</u>    | <u>\$ 31,266.84</u> |
| Total                        | \$ 76,679.08        |
- d. Acceptance of Unaudited Financial Statements as of September 30, 2019, the schedule of cash position updated as of September 30, 2019 and bank statements

Mr. Walker noted the approval of the consent agenda would be subject to Director Herr's concurrence on item d. Director Soloyanis moved to approve the consent agenda; seconded by Director Borden. Motion passed unanimously.

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

**7. Management Matters:**

**a. Update on Construction Project**

- i. Update on lien releases and update on retainage: Mr. Meyer presented the macro level budget analysis to the Board. The Board discussed the remaining easements and what needs to be done to get them finished as well as contacting those who have not signed. Mr. Meyer explained the prescriptive right option to claim title is very expensive. Mr. Meyer went over areas of potential savings for the District and noted the hydrants. Director Soloyanis also noted the District will not receive a bill for the crossing.

Director Soloyanis moved to go into executive session pursuant to CRS 24-6-402(4) (e) for the purpose of discussion of negotiation strategies at 6:06 p.m.; seconded by Director Borden. Motion passed unanimously. Director Soloyanis moved to come out of executive session at 6:39 p.m.; seconded by Director Borden. Motion passed unanimously.

Mr. Meyer went over the grant funds and explained as soon as they are maxed out, he will add the remaining invoices and the grant will be done. The District will receive a signed affidavit from RMS, and the service cards should be done by the end of the week. There are also 3 curb stops left that need to be raised.

- ii. Outpost Rd service line: Mr. Walker explained the bid to do the work that will require hand-digging the line and getting it hooked up to the service line. The Board will request a letter of authorization from Mrs. Berryman. Director Borden moved to approve the bid for \$4,800 and authorize President Whittemore to sign the contract; seconded by Director Soloyanis. Motion passed unanimously.
- iii. Berms on Chipita Park Rd.: The Board discussed removing a berm at the homeowner's request, but the District will not be responsible or liable for what happens once the berm is removed. The homeowner has been made aware of

the risk that it could wash out her driveway if it is removed, but the homeowner wants it removed anyways. The Board discussed they will need to sign the legal paperwork before any work is done.

b. CSU Takeover process status – no discussion

c. Easements

i. Update on Phase two easements: Mr. Walker went over the three easements that were completed. Director Borden moved to authorize President Whittemore to sign the easements for:

- 7872 W Highway 24
- 4980 Dodd Rd
- 4510 Fountain Ave

seconded by Director Soloyanis. Motion passed unanimously.

d. Approve Project Contractor Pay request for August

i. GMS Bond Payable - \$ 11,466.75

e. Report on request by AT&T to lease water tank site – WSDM: Mr. Walker reported that AT&T is moving forward with the site. AT&T did confirm that there will be no increase in revenue for added carriers to the pole. They are working on preliminary drawings and moving forward with the project.

f. Request for reimbursement for Pikes Peak Gourmet Popcorn: Director Soloyanis moved to reject the request for reimbursement for Pikes Peak Gourmet Popcorn; seconded by Director Borden. Motion passed unanimously.

**8. Operations Matters:** Mr. Walker noted that Mr. Kilik was unable to attend the meeting tonight.

**9. Financial Matters:**

- a. Set Budget Hearing Date for 2020 Budget: Mr. Walker discussed the 2020 draft budget and noted there were not many changes from last year. He went over reduced expenses such as water purchase, legal expenses, reduced repairs, and operations labor. There is no increase in fees or management fees, so it is a stable budget with reduced expenses.
- b. Resolution Certifying Delinquent Water Fees, Tolls, Penalties and Charges to El Paso County Treasurer for Collection: Mr. Walker explained an error that was done on a certification from last year, so it has carried forward to this year. Director Soloyanis moved to adopt the Resolution certifying delinquent water fees, tolls, penalties and charges to El Paso County Treasurer for Collection; seconded by Director Borden. Motion passed unanimously.

**10. Legal Matters:** There was no discussion.

**11. Public Comment:** There was no public comment.

**12. Other Business:**

- a. Next Meeting— Scheduled for November 26, 2019 at 5:30 PM; Consider Rescheduling November meeting Date: The Board agreed to reschedule the meeting to December 3, 2019 at 5:30 p.m. with the location to be determined.

**13. Adjournment:** Director Borden moved to adjourn at 7:08 p.m.; seconded by Director Soloyanis.  
Motion passed unanimously.

Respectfully submitted,

By:

Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL OCTOBER 22, 2019 MINUTES OF  
THE CASCADE METROPOLITAN DISTRICT NO. 1 BY THE BOARD OF DIRECTORS  
SIGNING BELOW:

Mike Whittlemore

Mike Herr

Troy Eason

James Borden

Susan Soloyanis

# GRANT FUND ACCOUNT

| Company              | Invoice | Date       | Amount                 | Retainage | Amount this Draw | Comments              |
|----------------------|---------|------------|------------------------|-----------|------------------|-----------------------|
| RMS Utilites, Inc.   |         | 4/25/2018  | \$ 129,446.90          |           | \$ -             | Paid 5/21/18 CK 1351  |
| RMS Utilites, Inc.   |         | 5/22/2018  | \$ 106,420.22          |           | \$ -             | Paid 6/26/18 CK 1355  |
| RMS Utilites, Inc.   |         | 6/22/2018  | \$ 106,967.45          |           | \$ -             | Paid 7/24/18 CK 1368  |
| RMS Utilites, Inc.   |         | 7/24/2018  | \$ 168,820.29          |           | \$ -             | Paid 8/28/18 CK 1382  |
| RMS Utilites, Inc.   |         | 8/26/2018  | \$ 122,517.97          |           | \$ -             | Paid 9/26/18 CK 1393  |
| RMS Utilites, Inc.   |         | 9/18/2018  | \$ 147,684.73          |           | \$ -             | Paid 10/23/18 CK1408  |
| RMS Utilites, Inc.   |         | 10/16/2018 | \$ 133,746.16          |           | \$ -             | Paid 11/27/18 CK 1425 |
| ULOC, Inc            |         | 8/8/2018   | \$ 974.32              |           | \$ -             | Paid 11/27/18 CK 1438 |
| RMS Utilites, Inc.   |         | 1/22/2019  | \$ 127,747.91          |           | \$ -             | Paid 1/22/19 CK 1436  |
| RMS Utilites, Inc.   |         | 1/22/2019  | \$ 86,416.38           |           | \$ -             | Paid 2/26/19 CK 1459  |
| RMS Utilites, Inc.   |         | 5/20/2019  | \$ 21,229.16           |           | \$ -             | Paid 5/28/19 CK 1497  |
| RMS Utilites, Inc.   |         | 6/25/2019  | \$ 63,959.88           |           | \$ -             | Paid 6/25/19 CK 1508  |
| RMS Utilites, Inc.   |         | 7/23/2019  | \$ 81,254.43           |           | \$ -             | Paid 8/27/19 CK1522   |
| RMS Utilites, Inc.   |         | 8/27/2019  | \$ 121,370.46          |           | \$ -             | Paid 8/27/19 CK 1534  |
| RMS Utilites, Inc.   |         | 9/24/2019  | \$ 74,606.99           |           | \$ -             | Paid 9/24/19 CK 1548  |
| Meyer and Sams, Inc. |         | 9/24/2019  | \$ 3,179.40            |           | \$ -             | Paid 10/22/19         |
| <b>TOTAL</b>         |         |            | <b>\$ 1,496,342.65</b> |           | <b>\$ -</b>      |                       |

L FOR ALL FUNDS

\$ 61,485.78

 , President

**Cascade Metropolitan District**  
**PAYMENT REQUEST**  
11/26/2019  
**GENERAL FUND ACCOUNT**

| Company                            | Invoice    | Date       | Amount              | Retainage  | Amount this Draw    | Comments           |
|------------------------------------|------------|------------|---------------------|------------|---------------------|--------------------|
| Black Hills Energy                 | 2563       | 10/31/2019 | \$ 17.24            |            | \$ 17.24            |                    |
| Black Hills Energy                 | 2562       | 10/31/2019 | \$ 17.24            |            | \$ 17.24            |                    |
| Colorado Springs Utilities         | 1063295574 | 12/16/2019 | \$ 15,924.66        |            | \$ 15,924.66        | Auto Pay           |
| Colorado Springs Utilities         | 9778564050 | 12/2/2019  | \$ 17.71            |            | \$ 17.71            | Auto Pay           |
| Colorado Springs Utilities         | 3857668853 | 12/2/2019  | \$ 16.63            |            | \$ 16.63            | Auto Pay           |
| Colorado Springs Utilities         | 8668751056 | 12/2/2019  | \$ 20.79            |            | \$ 20.79            | Auto Pay           |
| Dirt Cheap Excavating              | 11072019   | 11/7/2019  | \$ 4,800.00         |            | \$ 4,800.00         | paid on 11/13/2019 |
| Dirt Cheap Excavating              | 11152019   | 11/15/2019 | \$ 7,000.00         |            | \$ 7,000.00         |                    |
| First Bank                         | 425        |            |                     |            | \$ -                |                    |
| Mailing Service Inc.               | 13212      | 11/14/2019 | \$ 216.00           |            | \$ 216.00           |                    |
| Olson Plumbing & Heating Co        | 65121      | 10/16/2019 | \$ 1,891.26         |            | \$ 1,891.26         |                    |
| Walker Schooler District Managers  | 6422       | 10/31/2019 | \$ 5,254.20         |            | \$ 5,254.20         |                    |
| White Bear Ankele Tanaka & Waldron | 7571       | 10/31/2019 | \$ 194.50           |            | \$ 194.50           |                    |
| White Bear Ankele Tanaka & Waldron | 7475       | 10/31/2019 | \$ 3,158.48         |            | \$ 3,158.48         |                    |
| <b>TOTAL</b>                       |            |            | <b>\$ 38,528.71</b> | <b>\$-</b> | <b>\$ 38,528.71</b> |                    |

**BOND FUND ACCOUNT**

| Description                              | Date      | Amount              | Comments         |
|--|-----------|---------------------|------------------|
| UMB Bank - Series 2015A & 2015B Interest | 12/1/2019 | \$ 21,505.16        | December Payment |
| <b>TOTAL</b>                             |           | <b>\$ 21,505.16</b> |                  |

**CAPITAL FUND ACCOUNT**

| Company                            | Invoice | Date       | Amount             | Retainage | Amount this Draw   | Comments |
|------------------------------------|---------|------------|--------------------|-----------|--------------------|----------|
| Meyer and Sams, Inc.               | 42      |            |                    |           | \$ -               |          |
| White Bear Ankele Tanaka & Waldron | 7475    | 10/31/2019 | \$ 1,451.91        |           | \$ 1,451.91        |          |
| <b>TOTAL</b>                       |         |            | <b>\$ 1,451.91</b> |           | <b>\$ 1,451.91</b> |          |