

**MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
CASCADE METROPOLITAN DISTRICT NO. 1
HELD JANUARY 27, 2020**

A special meeting of the Board of Directors of the Cascade Metropolitan District No. 1 (the "Board") was duly held on Monday, the 27th day of January 2020 at 5:30 p.m. at Cascade Fire Station, 8015 Severy Road, Cascade, Colorado. The meeting was open to the public.

Directors in Attendance Were:

Mike Whittemore
Susan Soloyanis
Mike Herr

Also in Attendance Were:

Kevin Walker, Walker Schooler District Managers
Kristina Kulick, Walker Schooler District Managers
Members of the public (none)

1. **Call to Order:** President Whittemore called the meeting to order at 5:42 PM.

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 approve the Agenda; seconded by Director Herr. Motion passed unanimously.

4. **Consent Agenda Items:**
 - a. Acknowledge Manager's Report
 - b. Approval of Board Meeting Minutes from the Regular meeting held on December 3, 2019 Meeting
 - c. Ratification and Approval of Payables for the period ending January 27, 2019 in the amount of:

General Fund:	\$	17,882.16
Capital Projects Fund:	\$	16,288.21
Grant Capital Projects Fund:	\$	
<u>Debt Service Fund:</u>	<u>\$</u>	<u>21,505.16</u>
Total	\$	55,675.53

- d. Acceptance of Unaudited Financial Statements as of December 31, 2019, the schedule of cash position updated as of December 31, 2019 and bank statements
- e. Consider Adoption of Resolution No. 2020-01-01, Amended and Restated Public Records Request Policy

Director Soloyanis moved to approve the Consent Agenda; seconded by Director Herr. Motion passed unanimously.

5. Consideration of items removed from Consent Agenda: None.

6. Management Matters:

- a. Update on Turnover to CSU: Director Soloyanis reported that the meeting with CSU was very productive for easements. CSU has set the date October 31, 2020 as the completion date for the project. The District is waiting for CSU's lawyers to craft the service agreements that will need to be signed by every water customer before they will install the new meters. The installation is scheduled for July and August 2020. The Board discussed a plan for getting the agreements signed that includes volunteers knocking on doors. Director Soloyanis noted that customers already have service agreements with CSU for electricity so that may be helpful. Starting in June, CSU will be working on the stop boxes. The meter effort will be another community effort and it would be helpful to have a board member with CSU when they are going into people's homes for the indoor meters. The Board discussed that the new meters will be able to read from day one, but the estimated billing may need to be worked out for about two months until the October turnover.
 - i. Backflow: Mr. Walker reported he is working on gathering all the documentation needed for the backflow testing.
 - ii. Easements: Director Soloyanis went over 3 of the 12 remaining easements that need help getting done. She explained that in the case of structures over the main, the main will be re-routed and CSU will not tear down buildings. Director Soloyanis noted that Dannah Koeniger with GMS will be taking on the full easement task since they are more cost-effective than having legal do them. The Board discussed their options and plans for getting all the easements done for CSU. Director Soloyanis confirmed the District will not be negotiating or offering money for easements. President Whittemore and Director Herr will help with the 3 easements.
 - iii. Other matters: There were no other matters discussed.
- b. Easement approval: There were no easements to approve.
- c. ATT lease agreement update: Mr. Walker reported that ATT is working on an application for the County. The attorneys are finalizing the contracts, so if they can get the zoning approval, then the project will move forward.
- d. Other management matters: Mr. Walker reported there were 2 leaking service lines. He explained there was no way to turn them off on Martindale and it caused a big leak. A stop box was installed but it was still leaking, so locators were hired to find the line and another contractor to find the leak. It was

ultimately determined that the meter had been landscaped over and the leak was on the customer's service line. Mr. Walker noted the customer will most likely ask if the District would be willing to take on some of the cost for the lost water due to not being able to find the leak.

The Board discussed a bonus and raise for Mr. Kilik. The Board agreed on a \$2,000 bonus and raise to be determined. The Board discussed how Mr. Kilik has been very responsive and hardworking.

- 7. Operations Matters:** There was no discussion.
- 8. Financial Matters:** There was no discussion.
- 9. Legal Matters:** There was no discussion.
- 10. Public Comment:** There was no public comment.
- 11. Other Business:**
 - a. Next Meeting— Scheduled for February 25, 2020 at 5:30 PM
- 12. Adjournment:** The Board adjourned the meeting at 6:17 PM.

Respectfully submitted,

By: _____
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL JANUARY 27, 2020 MINUTES OF THE CASCADE METROPOLITAN DISTRICT NO. 1 BY THE BOARD OF DIRECTORS SIGNING BELOW:

Mike Whittemore

Mike Herr

Troy Eason

James Borden

Susan Soloyanis