

**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
CASCADE METROPOLITAN DISTRICT NO. 1
HELD SEPTEMBER 22, 2020**

A regular meeting of the Board of Directors of the Cascade Metropolitan District No. 1 (the "Board") was duly held on Tuesday, the 22nd day of September 2020 at 5:30 p.m. at 8010 Severy Lane and via tele and video conference. The meeting was open to the public.

Directors in Attendance Were:

Mike Whittemore (by phone)
Jim Borden
Mike Herr
Troy Eason
Susan Soloyanis

Also in Attendance Were:

Heather Hartung, Esq., White Bear Ankele Hartung & Waldron, Attorneys at Law
Kevin Walker, Walker Schooler District Managers

1. **Call to Order:** Director Herr called the meeting to order at 5:31 p.m.
2. **Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures:** Director Herr confirmed a quorum of the Board was present. Board members each confirmed there were no additional disclosures at this time or excusals of absences.
3. **Approval of Agenda:** Mr. Walker noted that Grant Capital Projects Fund is \$118,806.79 under Consent Agenda Items. Director Eason moved to approve the Agenda as amended; seconded by President Whittemore. Motion passed unanimously.
4. **Consent Agenda Items:**
 - a. Acknowledge Manager's Report
 - b. Approval of Board Meeting Minutes from the regular meeting held on July 28, 2020 and the special meeting on August 11, 2020
 - c. Ratification and Approval of Payables for the period ending September 18, 2020 in the amount of:

General Fund:	\$29,696.26
Capital Projects Fund:	\$2,534.32
Grant Capital Projects Fund:	\$118,806.79
<u>Debt Service Fund:</u>	<u>\$31,949.79</u>
Total	\$64,180.37
 - d. Acceptance of Unaudited Financial Statements as of August 31, 2020 the schedule of cash position updated as of August 31, 2020 and bank statements

Director Herr noted he reconciled the bank accounts. Director Eason moved to accept the Consent Agenda Items; seconded by Director Borden. Motion passed unanimously.

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

6. Management Matters:

- a. Update on Turnover to CSU
 - i. Schedule: Mr. Walker reported that CSU is still on track to take over the system as of November 1, 2020. Mr. Walker noted that CSU is informing customers that need to fix their taps if they do not make the repairs their water will be shut off.
 - ii. Meter replacement project: Director Soloyanis reported that her and Director Borden have been out in the field helping the field services crews install meters and capturing reads on the removed meters as well as assisting in locating them. 2/3 of the meters have been installed, but CSU ran out of the modules that go outside the pits, so they are being installed but are not able to be remotely read yet. Installation is going well otherwise.
 - iii. List of issues to be completed
 - iv. Approval of Easements: Mrs. Hartung requested a Board vote and approval to ratify the acceptance of all the completed easements. Director Soloyanis moved to ratify the easements; seconded by Director Borden. Motion passed unanimously.
 - v. Document for turnover: Mrs. Hartung reported that she reached out to CSU last week and they are preparing the documents and should be available for review in the next couple weeks. GMS is also working on completion of their documents.
 - vi. Other matters
- b. Other management matters
 - i. RMS Final payment status: Mr. Walker discussed the final payment to RMS and explained there was a remaining payment owed to RMS for \$116,000 as well as another \$16,000 to be invoiced.

7. Operations Matters: Director Borden reported they will be turning the water off to 15 homes on Prairie and Martindale for 30 minutes for repairs to a pit that needs to be redone.

8. Financial Matters:

- a. 2021 budget preliminary discussions: Mr. Walker noted he will have the Budget Draft to the Board by October 15, 2020. Mr. Walker explained the changes to the rates and charges for 2021. He discussed the Board's options to cover the bond payments through 2036 such as raising the fee by 4% or a possible refinance. He noted the current fee would cover the bond payments only if everyone makes their payment which does not happen. The Board discussed late fees and warning letters as well as the option to certify the fees owed with the Treasurer. Mr. Walker noted the option of sending a separate bill next month for

just the \$78 fee to help get the customers accustomed. Director Soloyanis noted that might confuse things further. The Board discussed holding the Budget Hearing in November.

- i. Rates and Charges changes
- ii. Budget Hearing
- iii. End of year cash position
- iv. Operating Capital/debt service reserve

9. Legal Matters: Mrs. Hartung reported they are moving forward with finalizing everything that is needed for the conversion and working with CSU on the documents they will be providing. She noted that if there are fees to certify with the Treasurer, a public hearing is required and would occur at the October 27th Board meeting.

10. Public Comment: There was no public comment.

11. Other Business:

- a. Next Meeting— Scheduled for October 27, 2020 at 5:30 PM

12. Adjournment: The Board adjourned the meeting at 6:14 p.m.

Respectfully submitted,

By: _____
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL SEPTEMBER 22, 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