

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

A special meeting of the Board of Directors of the Cascade Metropolitan District No. 1 (the "Board") was duly held on Tuesday, the 27th day of October 2020 at 5:30 p.m. via tele and video conference. The meeting was open to the public.

Directors in Attendance Were:

Mike Whittemore
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:** President Whittemore called the meeting to order at 5:34 p.m.
2. **Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures:** President Whittemore 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:** The Board removed the approval of 8270 Chipita Park Rd easement from the Agenda item 6.a. Mr. Walker requested the Board table the approval of the Resolution under Agenda item 9.a. until the Budget Hearing. Director Herr moved to approve the Agenda as amended; seconded by Director Soloyanis. Motion passed unanimously.
4. **Consent Agenda Items:**
 - a. Approval of Board Meeting Minutes from the special meeting held on September 22, 2020
 - b. Ratification and Approval of Payables for the period ending October 24, 2020 in the amount of:

General Fund:	\$32,639.74
Capital Projects Fund:	\$
Grant Capital Projects Fund:	\$
<u>Debt Service Fund:</u>	<u>\$31,949.79</u>
Total	\$64,589.53
 - c. Acceptance of Unaudited Financial Statements as of September 30, 2020 the schedule of cash position updated as of September 30, 2020 and bank statements

Director Herr noted he will have the bank reconciliations current at next month's meeting. Director Herr moved to approve 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: Director Soloyanis reported the conversion date was delayed to December 1, 2020. All CSU meters have been installed except for 7 meters. The 7 remaining meters include 3 commercial meters, 2 meters are owned by a customer who is requesting new PRVs which the District has declined to do, 1 meter is a customer who has not responded to communication, and 1 is for a customer who is out of town. The Board discussed the removal of old CMD meters before the transition from those individuals, and they will be responsible for contacting CSU for their new meter. Director Soloyanis discussed that the curb stops have been repaired and noted several customers who have items attached to their water system before the meter such as spigots, hose bibs, water filtration unit, etc. Walker Schooler District Managers has informed those customers that the items need to be addressed before the conversion. CSU could issue them a 72-hour notice to fix the problem or their water will be turned off by CSU. Mr. Walker reported that most of the issues have been addressed with a plan in place to be resolved.

Director Soloyanis reported that GMS is revising the Improvements Recommended Report to address what has been done and what is still outstanding. The Board discussed the 2 private water systems, and that CSU requires the District to file a Notice of Private Water System with El Paso County that is signed by the private entities before the conversion.

- i. Easements
 - Accept and authorize signature for easements: Director Herr moved to accept the Outpost Road easement; seconded by Director Eason. Motion passed unanimously.
 - Outpost Road
- ii. Discuss timing of conversion, remaining conversion items and conversion documents: Mrs. Hartung noted they should have the draft documents from CSU by November 1, 2020.
- b. Other management matters: There was no additional discussion.

7. Operations Matters: Director Soloyanis commented that Mr. Kilik has been working incredibly hard out in the field and has gone above and beyond to help the District with the conversion. She also wanted to commend Mr. Dennis Wagner who has been providing a lot of help to the District at no additional cost. She requested the District write a letter to thank them both for their help, as well as consider a severance bonus be paid to Mr. Kilik on December 1, 2020. Mr. Walker will provide a draft letter for Board review before next month's meeting.

8. Financial Matters:

- a. Review of 2021 Draft Budget: Mr. Walker presented the 2021 draft budget. He noted the cash position is currently \$190,000 which is higher than projected and should provide an adequate buffer to get through next year. The Board discussed increasing the fees by 4% to provide a path to pay off the balloon payment. Mr. Walker will distribute an amended budget to include the 4% increase for Board review. Director Soloyanis asked about AOS fees and expressed concerns with charging them after the conversion. Mr. Walker said he will research the issue further.

9. Legal Matters:

- a. Consider adoption of Resolution 2020-10-01 Certifying to El Paso County Treasurer the Collection of Mr. Byzel's account: Mr. Walker requested the Board replace the removed Resolution with this Resolution 2020-10-01. He noted the customer is more than 6 months late and more than \$150, and he has been notified by certified letter. After no public comment requesting a hearing on the matter, Director Eason moved to adopt Resolution 2020-10-01; seconded by Director Herr. Motion passed unanimously.
- b. Discuss updated disclosure forms: Mrs. Hartung requested that the Directors complete updated conflict disclosure forms by the end of the year. Mr. Walker will distribute the forms to the Board.
- c. Discuss creation of an FAQ: Mrs. Hartung discussed creating a FAQ page about the conversion to be posted on the website and provided to new customers and property owners. She will provide a draft to the Board at the next meeting.

10. Public Comment: There was no public comment.

11. Other Business:

- a. Next Meeting— Scheduled for November 17, 2020 at 5:30 PM

12. Adjournment: Director Herr moved to adjourn the meeting; seconded by Director Eason. Motion passed unanimously at 6:42 p.m.

Respectfully submitted,

By:

Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL OCTOBER 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