

**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
CASCADE METROPOLITAN DISTRICT NO. 1**

HELD OCTOBER 25, 2016

A regular meeting of the Board of Directors of the Cascade Metropolitan District No. 1 (the "Board") was duly held on Tuesday, the 25th day of October, 2016, 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
Mike Herr
Susan Soloyanis
Troy Eason

Absent Directors (excused absence)

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 President Whittemore at 5:30 PM.
2. **Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures:** 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 \$27,265.40, Capital Projects Fund of \$30,994.90 and the total of \$81,980.85. Motion to approve the agenda as amended and to excuse the absence of

Director Spaulding was made by Director Soloyanis, seconded by Director Herr. 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. Approval of Board Meeting Minutes from the September 27, 2016 Meeting (enclosure)
- d. Approval of Payables for the Period Ending October 25, 2016 in the amounts of:

General Fund:	\$	27,265.40
Capital Projects Fund:	\$	30,994.90
Pyramid Mountain Review Retainer*	\$	226.80
Grant Capital Projects Fund:	\$	
Debt Service Fund:	\$	23,493.75
Total	\$	81,980.85
- e. Acceptance of Unaudited Financial Statements as September 30, 2016, the schedule of cash position updated as of and bank statements
- f. Approval of Requisition No. 17 to UMB Bank, as Trustee, for payment of Working Capital Project funds from Water Enterprise Revenue Refunding and Improvement Bonds, Series 2015A and 2015 B
- g. Approval of an Independent Contractor Agreement with Beers and Brock Construction, LLC, for On Call Repair Services

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

4. Consideration of items removed from Consent Agenda: None

5. Management Matters

- a. Update on Conversion of Water System – Director Soloyanis reported that the survey work is being completed and GMS is putting in the final alignment for the mains which will determine what easements will be needed. The engineers will then work on the design and bid documents that will be required in order to bid the project and award a contract for construction. The final design, review and approval from CSU will be accomplished prior to a neighborhood meeting early in 2017.
- b. Discuss ORC Duties and Back Up Services – Mr. Walker presented the concept to accept a change in the ORC designation from Mr. Schorman to Mr. Kilik. Motion by Director Herr, second by Director Soloyanis to accept the recommendation. Motion passed unanimously.

- c. Discuss Employee Reviews and Compensation Adjustments for 2017 – Mr. Walker asked that this be deferred until November in order to complete employee evaluations and meetings.
- d. Water Loss Report – Mr. Walker reviewed the water loss report with the Board and noted that the loss is down to 27%.
- e. Aspenglow Drive – Mr. Walker updated the Board on the inability to locate facilities on Aspenglow Drive. A concept to have the services constructed in an interim configuration had been approved by the District's engineers and was to be implemented the following week. Discussion ensued on the precedent of this action related to any other deficiencies in the system ensued and the Board instructed Mr. Walker to document this issue with the assistance of Ms. Tanaka to ensure that this was not the standard line extension policy.
- f. Mr. Walker updated the Board on the AOS billing status. 19 properties had been initially established as those that could be eligible. Mr. Walker had eliminated 6 of the properties for various reasons such as flood plains, no access, etc. 4 properties were in the process of combining the lots with adjacent properties to avoid the fee.

6. Operations Matters

- a. Pump House repairs – Mr. Kilik updated the Board on the status of the pump house roof replacement project. The project had been delayed and with winter and cold temperatures expected soon, should be completed shortly. Mr. Kilik had obtained the use of blankets used for freeze protection of concrete and would get them on the pipes. The Board encouraged him to complete the project as soon as possible.

7. Financial Matters

- a. Review of Draft 2017 budget – Mr. Walker presented a synopsis of the changes proposed in the budget for 2017. Revenue projections were not changed with the exception of the addition of one tap fee expected. AOS fees were moved to the bond revenue projections per statute. Expenditures were increased for safety materials and equipment and no litigation attorney expenses were projected. The budget hearing was advertised and will be held on November 29, 2016.

- 8. Legal Matters** – Director Eason stated that he had reviewed possible conflicts with the Hatch Act with Ms. Tanaka and her staff and he expected there to be no difficulties but he had some paperwork to complete.

9. Public Comment None.

10. Other Business

- a. Next Meeting—November 29, 2016 at 5:30 PM. The Board will consider cancelling the December meeting at the November meeting.
- b. Director Spaulding stated that he would be absent at the next meeting.

11. Adjournment - Director Herr moved for adjournment at 6:06 P.M.. Seconded by Director Soloyanis. Motion passed unanimously.

Respectfully submitted,

By: _____

Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL OCTOBER 25, 2016, MINUTES OF THE CASCADE METROPOLITAN DISTRICT NO. 1 BY THE BOARD OF DIRECTORS SIGNING BELOW:

Mike Whittemore

Mike Herr

Troy Eason

Stephen Spaulding

Susan Soloyanis

CASCADE METROPOLITAN DISTRICT NO. 1

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.

Name	Address	Telephone/Email	Public Comment Please check if you wish to address the Board. Please note comments are limited to 3 minutes.
Jay Butler	4640 Mariposa Ln		<input type="checkbox"/>
Danner Wilkerson	7790 MARRIOTT	684-2067	<input type="checkbox"/>
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