

**MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
CASCADE METROPOLITAN DISTRICT NO. 1
HELD FEBRUARY 23, 2021**

A special meeting of the Board of Directors (the "Board") of the Cascade Metropolitan District No. 1 (the "District") was duly held on Tuesday, the 23rd day of February 2021 at 5:30 p.m. The special meeting was held via teleconference due to the State of Emergency declared by Governor Polis and Public Health Orders implementing the Executive Orders issued by the Colorado Department of Public Health & Environment and the threat posed by the COVID-19 coronavirus. The special meeting was open to the public.

Directors in Attendance Were:

Mike Whittemore
Jim Borden
Mike Herr
Susan Soloyanis
Troy Eason

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 5:30 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.
- 3. Approval of Agenda:** Mr. Walker requested to remove item 4.b. and explained the January 26, 2021 minutes should be available for Board review at the next meeting. He also requested to add item 6.d., discussion on Bill.com for check writing. Director Herr moved to approve the Agenda as amended; seconded by Director Eason. Motion passed unanimously.
- 4. Consent Agenda Items:**
 - a. Acknowledge Manager's Report
 - b. Ratification and Approval of Payables for the period ending February 19, 2021 in the amount of:

General Fund:	\$ 9,257.41
<u>Debt Service Fund:</u>	<u>\$21,665.93</u>
Total	\$30,923.34
 - d. Acceptance of Unaudited Financial Statements as of January 31, 2021 the schedule of cash position updated as of January 31, 2020 and bank statements

Director Herr confirmed he completed the reconciliation of the accounts up to the end of last month. Director Borden moved to approve the Consent Agenda, as amended, seconded by Director Eason. Motion passed unanimously.

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

6. Management Matters:

- a. Review of payment status and collections: Mr. Walker presented the payment status and collections and noted 41 late letters were sent. Mr. Walker discussed cash flow and noted they are still collecting more than is being paid out on a monthly basis.
- b. Discuss status of post-conversion requirements: Mr. Walker discussed the status of post-conversion requirements. The District submitted the invoices at the end of January and have not heard anything back from CSU yet. Director Soloyanis requested that the monthly CSU update be included in the Board packet.
- c. Plan and progress on Disposition of assets: Mr. Walker reported on the progress on disposition of assets and noted he is waiting to hear back from the County on the two right of way pieces of land, and O&E was ordered for the two fire hydrants. He discussed the triangle building and the possibility of establishing a bidding process for the sale. The Board discussed a potential bidder wanting to make sure the money goes towards District debt. Mrs. Hartung said she will research further and get back to the Board. Mr. Walker also reported that he sent photos to a salvage company to help determine value of the pump house on Topeka.
- d. Discussion on Bill.com: Mr. Walker explained that his office now uses Bill.com as a check invoice management system to help streamline and organize invoices and offered it for the District to utilize as well. Ms. Hardekopf explained the process for distributing invoices via Bill.com in detail.

7. Financial Matters: There was no discussion.

8. Legal Matters:

- a. Review and Consider for Approval Resolution No. 2021-02-01 Concerning the Imposition of Various Fees, Rates, Penalties and Charges: Mrs. Hartung noted the Resolution is in draft form to receive more information from the Board and she will make final revisions as discussed. The Board discussed having the property owners be responsible for the accounts and no longer tenants or renters. The Board agreed to waive the transfer fee from renters to property owners. Mrs. Hartung noted the addition of the Account User Fee that allows the District to charge back associated costs and legal fees to owners who contact legal counsel. Mrs. Hartung confirmed that Mr. Walker posted the 30-day notice pursuant to statutory requirements. Director Borden moved to approve the Resolution No. 2021-02-01 subject to minor changes as discussed; seconded by Director Herr. Motion passed unanimously.

9. Public Comment: There was no public comment.

10. Other Business:

- a. Next Meeting — Scheduled for March 23, 2021 at 5:30 PM

11. Adjournment: The Board adjourned the meeting at 6:15 p.m.

Respectfully submitted,

By: _____
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL FEBRUARY 23, 2021 MINUTES
OF THE CASCADE METROPOLITAN DISTRICT NO. 1 BY THE BOARD OF DIRECTORS
SIGNING BELOW:

Mike Whitemore

Mike Herr

Troy Eason

James Borden

Susan Soloyanis