

**MINUTES OF THE REGULAR MEETING OF THE
CASCADE METROPOLITAN DISTRICT NO. 1
HELD JULY 23, 2024
PURSUANT TO §32-1-903(6), C.R.S.**

The annual Regular Meeting of the Cascade Metropolitan District No. 1 (the "District") was duly held on Tuesday, the 23rd day of July 2024 at 5:30 p.m. The meeting was via teleconference. The meeting was open to the public.

Directors in Attendance Were:

Susan Soloyanis
Jim Borden
Mike Herr (excused absence)
Erin Sullivan (excused late arrival)
Karole Campbell

Also in Attendance Were:

Heather Hartung, Esq., White Bear Ankele Hartung & Waldron, Attorneys at Law
Rebecca Harris, WSDM District Managers
Beth Diana, WSDM District Managers
Chris Jorgensen, BiggsKofford

1. **Call to Order:** The meeting was called to order at 5:31 pm
2. **Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures:** Ms. Harris confirmed a quorum of the Board was present and that each Director had confirmed their qualifications to serve. Ms. Hartung confirmed the Directors' conflicts of interest were properly filed.
3. **Approval of Agenda:** Director Campbell moved to approve the agenda as presented; seconded by Director Borden. Motion passed unanimously.
4. **Consent Agenda Items** (These items are considered to be routine and will be approved by one motion.)
 - a. Approval of Board Meeting Minutes from the special meeting on October 3, 2023, and Town Hall meeting on October 3, 2023
 - b. Acceptance of Unaudited Financial Statements as of June 30, 2024, the schedule of cash position updated as of June 30, 2024, and bank statements
 - c. Ratification of Resolution Adopting a Digital Accessibility Policy and Designating a Compliance Officer
 - d. Ratification of July 1, 2024 Quarterly Report for Website Accessibility Matters
 - e. Acceptance of 2023 Annual Report on the Service Plan
 - f. Approval of Resolution Designating Meeting Notice Posting Location

Director Campbell moved to approve the consent agenda items; seconded by Director Borden. Motion passed unanimously.

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

6. Financial Matters

- a. Review and consider approval of 2023 Audit Presentation and Financial Statements: Ms. Harris and Ms. Hartung began discussion on the 2023 Audit Presentation. Mr. Jorgensen joined the meeting and proceeded to present the 2023 Audited Financial Statements. After discussion Director Borden motioned to accept the 2023 Audited Financials subject to final legal revisions and a clean audit opinion and authorize Auditors to file for extensions if needed. Seconded by Director Campbell. Motion passed unanimously.
- b. Review and consider approval to waive late fees for 4580 Fox Rd: Ms. Harris presented to the Board this property owners request to waive late fees. After discussion, President Soloyanis motioned to approve the waiver in late fees because he is current and set up on auto-payment. Seconded by Director Campbell. Motion passed with a vote 3 in favor and Director Borden against.

7. Management Matters

- a. Discuss WSDM company matters: Ms. Harris noted to the Board that as of July 1 Ms. Harris is the new oner of WSDM and Mr. Walker has taken an interim position at the City as Director of City Planning.
- b. Review of payment status and collection
 - i. Current billings & Collections: Ms. Harris reviewed the billing and collection status with the Board. No action was taken.

Director Borden inquired that the new bank account was able to get completed. Ms. Harris confirmed.

- c. Update on Disposition of Assets
 - i. Remaining District-owned parcels: Ms. Harris informed the Board there are continued struggles in getting interested parties to take over these remaining parcels as they do not want to incur additional property taxes.
- d. Discuss Status of Website Accessibility and Document Remediation: Ms. Harris provided an update on the statutory requirements for making websites and documents ADA accessible.
- e. Discuss SIPA Grant for Document Remediation: Ms. Harris informed the Board they received a grant to help remediate documents for the website. The software is provided for free until June 2026. We will provide a better understanding on costs in January 2026.

8. Legal Matters

- a. Discuss 2024 Legislative Memorandum: Ms. Hartung provided the 2024 legislative update, highlighting the Website compliance changes.
- b. Discuss Addendum to Management Agreement Regarding Website Accessibility and Document Remediation Matters: Ms. Hartung, provided highlights on this addendum highlighting significant changes to the tasks that White Bear Ankele's office performs and shifting them to WSDM's office.
- c. Confirm Date for Town Hall and Budget Hearing (October 22, 2024): Board discussed the Annual Town Hall meeting and Budget Hearing meeting date and time. After discussion the Board agreed to schedule the Annual Town Hall meeting on October 8 at 5:00 pm and the Budget Hearing to follow at 5:30 pm.

9. Public Comment (Items not on the Agenda Only. Comments are limited to 3 minutes per person and taken in the order in which they appear)

10. Other Business

Director Campbell brought up concern on lights and activity occurring at the Tank and if the Board authorized work to be performed there. After discussion Director Soloyanis was authorized to obtain proper signage to keep trespasser out and Ms. Harris confirmed she will get in touch with Cascade Fire Protection District to confirm if they were performing work.

11. **Adjourn:** The Board unanimously adjourned at 6:27 pm.

Respectfully submitted,

By: *Rebecca Harris*

Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL JULY 23, 2024 MINUTES OF THE CASCADE METROPOLITAN DISTRICT NO. 1 BY THE BOARD OF DIRECTORS SIGNING BELOW:

Michael A. Herr
[Mike Herr \(Oct 9, 2024 11:19 MDT\)](#)

Mike Herr

Jim Borden
[Jim Borden \(Oct 9, 2024 15:06 MDT\)](#)

James Borden

Susan Soloyanis
[Susan Soloyanis \(Oct 9, 2024 10:20 MDT\)](#)

Susan Soloyanis

Erin Sullivan
[Erin Sullivan \(Oct 9, 2024 10:53 MDT\)](#)

Erin Sullivan

Karole L Campbell
[Karole L Campbell \(Oct 9, 2024 12:03 MDT\)](#)

Karole Campbell












CMD Board Meeting Minutes 7-23-2024


Final Audit Report

2024-10-09


Created:	2024-10-09
By:	Rebecca Harris (rebecca.h@wsdistricts.co)
Status:	Signed
Transaction ID:	CBJCHBCAABAAGbypiARyRqxrWuw7QZ0tl2fwuhnLH19t

"CMD Board Meeting Minutes 7-23-2024" History


-  Document created by Rebecca Harris (rebecca.h@wsdistricts.co)
2024-10-09 - 4:17:59 PM GMT
-  Document emailed to soloyanis@icloud.com for signature
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-  Document emailed to Jim Borden (jimdborden@gmail.com) for signature
2024-10-09 - 4:18:48 PM GMT
-  Document emailed to erinsullivan405@gmail.com for signature
2024-10-09 - 4:18:48 PM GMT
-  Document emailed to karole@madwomanms.com for signature
2024-10-09 - 4:18:48 PM GMT
-  Document emailed to Mike Herr (herrma60@gmail.com) for signature
2024-10-09 - 4:18:49 PM GMT
-  Document emailed to Rebecca Harris (rebecca.h@wsdistricts.co) for signature
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-  Document e-signed by Rebecca Harris (rebecca.h@wsdistricts.co)
Signature Date: 2024-10-09 - 4:18:55 PM GMT - Time Source: server
-  Email viewed by soloyanis@icloud.com
2024-10-09 - 4:19:37 PM GMT
-  Signer soloyanis@icloud.com entered name at signing as Susan Soloyanis
2024-10-09 - 4:20:06 PM GMT
-  Document e-signed by Susan Soloyanis (soloyanis@icloud.com)
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2024-10-09 - 4:53:00 PM GMT

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2024-10-09 - 4:53:31 PM GMT

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Signature Date: 2024-10-09 - 4:53:33 PM GMT - Time Source: server

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2024-10-09 - 5:15:21 PM GMT

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Signature Date: 2024-10-09 - 5:19:28 PM GMT - Time Source: server

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2024-10-09 - 6:02:11 PM GMT

 Signer karole@madwomanms.com entered name at signing as Karole L Campbell

2024-10-09 - 6:03:44 PM GMT

 Document e-signed by Karole L Campbell (karole@madwomanms.com)

Signature Date: 2024-10-09 - 6:03:46 PM GMT - Time Source: server

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2024-10-09 - 9:05:50 PM GMT

 Document e-signed by Jim Borden (jimdborden@gmail.com)

Signature Date: 2024-10-09 - 9:06:01 PM GMT - Time Source: server

 Agreement completed.

2024-10-09 - 9:06:01 PM GMT