

**MINUTES OF A SPECIAL BOARD MEETING OF
THE BOARD OF DIRECTORS OF THE
CASCADE METROPOLITAN DISTRICT NO. 1
HELD OCTOBER 26, 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 26th day of October 2021 at 5:30 p.m. The special meeting was held via teleconference due to the threat posed by the COVID-19 coronavirus. The special meeting was open to the public.

Directors in Attendance Were:

Jim Borden
Susan Soloyanis
Troy Eason
Mike Herr

Also in Attendance Were:

Heather Hartung, Esq., White Bear Ankele Tanaka & Waldron, Attorneys at Law
Kevin Walker, Walker Schooler District Managers
Rebecca Hardekopf, Walker Schooler District Managers
Sue Gonzales, Walker Schooler District Managers
Erin Sullivan

1. **Call to Order:** President Soloyanis called the meeting to order at 5:30 PM.
2. **Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures:** President Soloyanis 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 Herr moved to approve the Agenda as presented; seconded by Director Borden. Motion passed unanimously.
4. **Consider appointment to fill Board Vacancy:** President Soloyanis discussed the Board vacancy and thanked former Director Mike Whittemore for his service to the District and the community. President Soloyanis recommended the appointment of Erin Sullivan to the vacancy on the Cascade Metropolitan District No. 1 Board of Directors. Director Herr agreed. Mr. Walker confirmed that Erin Sullivan is a qualified elector. Director Herr moved to appoint Erin Sullivan to fill the Board vacancy; seconded by Director Eason. Motion passed unanimously. Ms. Hartung noted the required documents will be filed with the court and the Secretary of State. Erin Sullivan will be appointed to the position of Assistant Secretary.
5. **Consent Agenda Items:**
 - a. Approval of Board Meeting Minutes from the special meeting on August 24, 2021

- b. Ratification and Approval of Payables for the period ending September 30, 2021 in the amount of:

General Fund:	\$6,771.35
<u>Debt Service Fund:</u>	<u>\$33,537.83</u>
Total	\$40,309.18

- c. Acceptance of Unaudited Financial Statements as of September 30, 2021 the schedule of cash position updated as of September 30, 2021 and bank statements

After review, Director Borden moved to approve the Consent Agenda as presented; seconded by Director Herr. Motion passed unanimously.

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

7. Management Matters

- a. Review of payment status and collections
 - i. Current billings: Ms. Hardekopf presented the current billing status. 28 reminder letters were sent, 7 are ongoing collections and 3 will be certified to the County Treasurer. One account set up for a payment arrangement.
 - ii. Collections: Ms. Hardekopf and Ms. Hartung confirmed the District will seek reimbursement for all legal expenses related to collections in the collection process. Mr. Walker confirmed the District will have enough funds to cover the legal expenses until they are reimbursed.
- b. Discuss status of post-conversion requirements: Mr. Walker reported he has not received any recent updates from CSU. He noted the District should be well within the budget when the final payment comes due to CSU. Ms. Hartung reported she has communicated with CSU in the last few weeks regarding easement packets.
- c. Plan and progress on Disposition of assets: Mr. Walker reported he received the title work for the triangle building and will have the sale package advertised in the next few weeks. He is still waiting on a second bid for the demo and disposal of the pump house on Topeka. Mr. Walker has been communicating with an interested party for the purchase of the tank site and they have been informed that an appraisal is needed for the sale.

8. Legal Matters

- a. Consider for Adoption Resolution 2021-10-01: Annual Admin Resolution: Ms. Hartung presented the Resolution 2021-10-01. After review, Director Eason moved to adopt Resolution 2021-10-01: Annual Admin Resolution; seconded by Director Borden. Motion passed unanimously.
- b. Consider for Adoption Resolution 2021-10-02: Resolution of the Board of Directors Calling Election and Confirmation of the Two Methods for Providing Call for Nominations 1) Emailing/Mailing (as required by statute) and 2) publication: Ms. Hartung presented the Resolution 2021-10-02. After review, Director Borden

moved to adopt Resolution 2021-10-02: Resolution of the Board of Directors Calling Election and Confirmation of the Two Methods for Providing Call for Nominations 1) Emailing/Mailing (as required by statute) and 2) posting to the District's website ; seconded by Director Herr. Motion passed unanimously.

- c. Consider for Adoption Resolution 2021-10-03: Second Amended Schedule of Fees: Ms. Hartung presented the Resolution 2021-10-03. After review, Director Herr moved to adopt Resolution 2021-10-03: Second Amended Schedule of Fees; seconded by Director Borden. Motion passed unanimously.

9. Financial Matters

- a. Public Hearing on 2021 Budget Amendment and Consider Adoption of Resolution No. 2021-10-04: President Soloyanis opened the Public Hearing on 2021 Budget Amendment. After no public comment, the Public Hearing was closed. Mr. Walker presented the 2021 Budget Amendment and noted it needs to be amended due to expenditures that were not accounted for in 2021. After review, Director Herr moved to approve the 2021 Budget Amendment and adopt Resolution No. 2021-10-04; seconded by Director Borden. Motion passed unanimously.
- b. Public Hearing on 2022 Budget and Consider Adoption Resolution No. 2021-10-05 Adopting Budget, Imposing Mill Levy and Appropriating Funds: President Soloyanis opened the Public Hearing on 2022 Budget. After no public comment, the Public Hearing was closed. Mr. Walker presented the 2022 Budget. After review, Director Eason moved to approve the 2022 Budget as presented; seconded by Director Borden. Motion passed unanimously.
- c. Consider for Adoption Resolution 2021-10-06: Certifying Delinquent Fees to County Treasurer: Mr. Walker presented the Resolution No. 2021-10-06. After review, Director Herr moved to adopt Resolution No. 2021-10-06: Certifying Delinquent Fees to County Treasurer; seconded by Director Eason. Motion passed unanimously.
- d. Discuss procedure with remaining balance for the accounts certified: Ms. Hardekopf discussed the procedure with remaining balance for the accounts certified. The Board agreed to restart the collection process until the remaining balance can be certified.

10. Public Comment: There was no public comment.

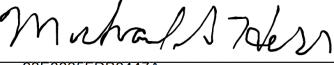
11. Other Business


- a. Next Meeting— Scheduled for November 23, 2021 at 5:30 PM: Director Borden moved to cancel the November and December Board meetings for 2021; seconded by Director Eason. Motion passed unanimously.


12. Adjournment: The Board adjourned the meeting at 6:30 PM.

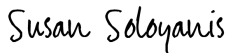
Respectfully submitted, 
By: _____
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL OCTOBER 26, 2021 MINUTES OF
THE CASCADE METROPOLITAN DISTRICT NO. 1 BY THE BOARD OF DIRECTORS
SIGNING BELOW:

DocuSigned by:

93E8835FDB0447A...
Mike Herr

DocuSigned by:

5731D17EA57E48A...
Troy Eason

DocuSigned by:

2F1800328F0A480...
James Borden

DocuSigned by:

BE6991F9512F497....
Susan Soloyanis