

**MINUTES OF A REGULAR BOARD MEETING OF
THE BOARD OF DIRECTORS OF THE
CASCADE METROPOLITAN DISTRICT NO. 1
HELD OCTOBER 25, 2022**

A regular meeting of the Board of Directors (the "Board") of the Cascade Metropolitan District No. 1 (the "District") was duly held on Tuesday, the 25th day of October 2022 at 5:30 p.m. The meeting was held via teleconference. The meeting was open to the public.

Directors in Attendance Were:

Susan Soloyanis
Jim Borden
Mike Herr
Erin Sullivan (Absence Excused)
Karole Campbell (Absence Excused)

Also in Attendance Were:

Heather Hartung, Esq., White Bear Ankele Hartung & Waldron, Attorneys at Law
Rebecca Hardekopf, WSDM District Managers
John Thomason, Resident

1. **Call to Order:** President Soloyanis called the meeting to order at 5:30 PM.
2. **Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures:** Ms. Hartung 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:** Ms. Hardekopf requested item 8.d. be discussed after item 5. Director Borden moved to approve the Agenda as amended; seconded by Director Herr. Motion passed unanimously.
4. **Consent Agenda Items:**
 - a. Approval of Board Meeting Minutes from the regular meeting on July 26, 2022
 - b. Ratification and Approval of Payables through the period ending October 25, 2022 in the amount of:

General Fund:	\$ 4,911.30
Debt Service Fund:	\$ 33,254.73
Total	\$ 38,166.03
 - c. Acceptance of Unaudited Financial Statements as of September 30, 2022, the schedule of cash position updated as of September 30, 2022, and bank statements

Director Herr noted he has reconciled the bank statements. Director Herr moved to approve the Consent Agenda as presented; seconded by Director Borden. Motion passed unanimously.

5. Consideration of items removed from Consent Agenda:

- 6. Agenda item 8.d:** Discussion for legal fee waiver for 8420 Aspenglow: Ms. Hardekopf explained the legal fee waiver for 8420 Aspenglow. The statements were being mailed to the tenant in error and once the property owner, Mr. Thomason received notice he paid all fees but requests the \$150 late fees and \$743 legal fees be waived. The Board explained that legal fees have been charged to the District for work that was done. Ms. Hartung stated she can remove the \$168 release of lien fee and an additional \$150 in legal fees. The Board agreed to waive the \$150 late fees. Mr. Thomason thanked the Board for their consideration and willingness to work out the late fees. He requested the next bill be sent with the remaining amount owed.

7. Management Matters

- a. Discuss Status of Post-conversion Requirements: There were no updates from Colorado Springs Utilities.
- b. Review of Payment Status and Collections
 - i. Current Billings: Ms. Hardekopf reported on current billings.
 - ii. Collections: 16 reminder letters, and 6 warning letters were sent last month. If payment is not received, 6 accounts will be turned over to legal for collection.
- c. Update on Disposition of Assets: Ms. Hardekopf provided an update on the disposition of assets.
 - iii. Pump Station removal: The pump station has not yet been removed. Ms. Hardekopf confirmed she will follow up with Mr. Kilik on the status of getting this removed.
 - iv. Properties counties may be interested in taking over: Ms. Hardekopf reported the County informally accepted two parcels and we are moving forward with the County to get those parcels deeded over.
 - v. Water Tank Shed: The water tank shed has been removed.
 - vi. Storage Tank on Pyramid Mountain: there is no update on the storage tank.

8. Legal Matters

- a. Review and consider approval of Calling May 2023 Election Resolution: Mrs. Hartung presented the Calling May 2023 Election Resolution. After review, President Soloyanis moved to approve the Calling May 2023 Election Resolution; seconded by Director Herr. Motion passed unanimously.
- b. Review and consider approval of 2023 Annual Administrative Resolution: Mrs. Hartung presented the Annual Administrative Resolution. After review, President Soloyanis moved to approve the 2023 Annual Administrative Resolution; seconded by Director Borden. Motion passed unanimously.
- c. Review and consider approval of Third Amendment to the Resolution Concerning the Imposition of Various Fees, Rates, Penalties and Charges – Adoption of New Fee Schedule: Ms. Hartung confirmed the proper Notice of Intent to Increase Fees was posted on the District's website. The Fee Resolution will go into effect beginning January 1, 2023. After review, President Soloyanis moved to approve the Third Amendment to the Resolution Concerning the Imposition of Various Fees, Rates, Penalties and Charges – Adoption of New Fee Schedule; seconded by Director Borden. Motion passed unanimously.
- d. Review and consider approval of WSDM – District Management Engagement Letter:

After review, President Soloyanis moved to approve the WSDM – District Management Engagement letter; seconded by Director Borden. Motion passed unanimously.

- e. Review and consider approval of BiggsKofford 2022 Audit Engagement Letter: Ms. Hardekopf confirmed the Audit is statutorily required because of the bond. After review, Director Borden moved to approve BiggsKofford 2022 Audit Engagement letter; seconded by President Soloyanis. Motion passed unanimously.

9. Financial Matters

- a. Review and consider approval of Certifying Delinquent Debt Service Fees, Administrative Fees, Rates, Tolls, Penalties, and Charges to El Paso County Treasurer for Collection Resolution: Ms. Hardekopf presented the three accounts to be certified to El Paso County Treasurer for collection. After review, Director Herr moved to approve the Certifying Delinquent Debt Service Fees, Administrative Fees, Rates, Tolls, Penalties, and Charges to El Paso County Treasurer for Collection Resolution; seconded by Director Borden. Motion passed unanimously.
- b. Conduct Public Hearing on 2023 Budget and Consider Adoption of Resolution Adopting 2023 Budget and Appropriating Funds: President Soloyanis moved to open the public hearing on the 2023 Budget; seconded by Director Herr. Motion passed unanimously. Ms. Hardekopf presented the 2023 Budget for Board review. After discussion, Director Borden moved to close the public hearing on the 2023 Budget; seconded by President Soloyanis. Motion passed unanimously. Director Herr moved to adopt the Resolution Adopting 2023 Budget and Appropriating Funds; seconded by President Soloyanis. Motion passed unanimously.
- c. Review Cascade Bond Refinance Memo: Ms. Hardekopf presented the memo regarding the Cascade bond refinance. President Soloyanis asked what the monthly and annual fees would be for the ratepayers and is it possible to get an amortization for the amount of time that remains on the existing bonds. Ms. Hardekopf will research and get back to the Board by the next meeting.
- d. This item was discussed prior to Management Matters.
- e. President Soloyanis moved to add an item to the Agenda; seconded by Director Borden. Motion passed unanimously. Ms. Hartung explained the required Transparency Notice and requested Board approval to get it filed. Director Borden moved to approve the filing of the Transparency Notice; seconded by President Soloyanis. Motion passed unanimously.

10. Public Comment: There was no public comment.

11. Other Business

- a. Next Meeting – Scheduled for January 24, 2023, at 5:30 PM. President Soloyanis noted she will be out of town and unable to attend the next meeting. Director Borden moved to amend the Annual Admin Resolution to note the first meeting of 2023 will be held on February 15, 2023 at 5:30 PM; seconded by Director Herr. Motion passed unanimously.
- b. 2023 Meeting Dates – February 15, 2023, May 23, 2023, July 18, 2023, and October 24, 2023, at 5:30pm via teleconference.

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

Respectfully submitted,

By: Rebecca Harris
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL OCTOBER 25, 2022 MINUTES OF
THE CASCADE METROPOLITAN DISTRICT NO. 1 BY THE BOARD OF DIRECTORS
SIGNING BELOW:

Michael Herr
[Michael Herr \(Feb 20, 2023 14:48 MST\)](#)

Mike Herr

Jim Borden
[Jim Borden \(Feb 21, 2023 10:01 MST\)](#)

James Borden

Susan Soloyanis

Susan Soloyanis

Erin Sullivan
[Erin Sullivan \(Feb 21, 2023 21:22 MST\)](#)

Erin Sullivan

Karole L Campbell
[Karole L Campbell \(Feb 21, 2023 14:00 MST\)](#)

Karole Campbell












CMD1 2022 10 25 Minutes final

Final Audit Report

2023-02-22

Created:	2023-02-20
By:	Rebecca Harris (rebecca.h@wsdistricts.co)
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Document e-signed by Erin Sullivan (erinsullivan405@gmail.com)

Signature Date: 2023-02-22 - 4:22:47 AM GMT - Time Source: server- IP address: 174.24.112.49



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