

**MINUTES OF A SPECIAL BOARD MEETING OF  
THE BOARD OF DIRECTORS OF THE  
CASCADE METROPOLITAN DISTRICT NO. 1  
HELD SEPTEMBER 20, 2023**

A special meeting of the Board of Directors (the "Board") of the Cascade Metropolitan District No. 1 (the "District") was duly held on Wednesday, the 20<sup>th</sup> day of September 2023 at 11:00 a.m. The meeting was held via teleconference. The meeting was open to the public.

**Directors in Attendance Were:**

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

**Also in Attendance Were:**

Heather Hartung, Esq., White Bear Ankele Hartung & Waldron, Attorneys at Law  
Kevin Walker, WSDM District Managers  
Rebecca Harris, WSDM District Managers

1. **Call to Order:** The meeting was called to order at 11:05 a.m.
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. President Soloyanis moved to excuse Directors Borden and Sullivan; seconded by Director Herr. Motion passed unanimously.
3. **Approval of Agenda:** President Soloyanis moved to approve the Agenda as written; seconded by Director Herr. Motion passed unanimously.
4. **Consent Agenda Items:**
  - a. Approval of Board Meeting Minutes from the regular meeting on July 18, 2023
  - b. Ratification and approval of payables through the period ending September 20, 2023 in the amount of:

General Fund:	\$6,550.16
Debt Service Fund:	\$25,731.96
<b>TOTAL:</b>	<b>\$32,282.12</b>
  - c. Acceptance of Unaudited Financial Statements as of August 31, 2023, the schedule of cash position updated as of August 31, 2023, and bank statements
  - d. Ratification and approval of KAV Engagement Letter
  - e. Ratification and approval of Amendment to Special Bond Fee Disclosure from White Bear Ankele Tanaka & Waldron

Director Herr moved to approve the Consent Agenda Items except for 4.c.; seconded by Director Campbell. Motion passed unanimously.

5. **Consideration of items removed from Consent Agenda:** 4.c. Acceptance of Unaudited Financial Statements as of August 31, 2023, the schedule of cash position updated as of August 31, 2023, and bank statements. Director Herr will reconcile the bank statements once received from WSDM and consider approval at the next meeting.
6. **Review and Consider Acceptance of the 2022 Audit and Presentation:** Ms. Harris presented the 2022 Audit. Director Borden joined the meeting at 11:12 a.m. After review, President Soloyanis moved to accept the 2022 Audit as presented; seconded by Director Herr. Motion passed unanimously.
7. **Management Matters**
  - a. Discuss Status of Post-conversion Requirements: Ms. Harris discussed the invoice received from CSU for \$58,882.19 for the easements. The Board agreed to pay the invoice as soon as possible. Ms. Hartung recommended getting an acknowledgment in writing from CSU once the payment is received.
  - b. Review of Payment Status and Collection: Ms. Harris provided an update on the 8 delinquent accounts that will be certified at the October meeting.
    - i. Current Billings & Collections: An additional 9 reminder letters were sent.
  - c. Update on Disposition of Assets: Ms. Harris provided an update on the disposition of assets. The Board discussed giving the parcels to adjacent property owners or possibly the City of Colorado Springs.
    - i. Remaining District owned parcels: 2 small parcels and the larger tank site parcel.
8. **Water Enterprise Revenue Refunding Bonds, Series 2023 Matters**
  - a. Discuss Section 5.01 Billing and Collections: Ms. Hartung discussed the Water Enterprise Revenue Refunding Bonds and noted language in Section 5.01 Billing and Collections regarding special counsel. Ms. Hartung discussed the bond closing timeline and noted the bond rating will determine the timing.
9. **Legal Matters**
  - a. Review and consider adoption of Second Amended and Restated Resolution Establishing Guidelines for the Collection of Delinquent Fees: After review, President Soloyanis moved to adopt the Second Amended and Restated Resolution Establishing Guidelines for the Collection of Delinquent Fees; seconded by Director Borden. Motion passed unanimously.
10. **Public Comment:** There was no public comment.
11. **Other Business:** There was no other business.
12. **Adjournment:** Next Scheduled Meeting is the Annual Town Hall meeting on October 3, 2023, at 5:00 pm; with the Budget Hearing meeting following at 5:30 pm. President Soloyanis moved to adjourn at 11:36 a.m.; seconded by Director Borden. Motion passed unanimously.

Respectfully submitted,

By: Rebecca Harris  
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL SEPTEMBER 20, 2023 MINUTES  
OF THE CASCADE METROPOLITAN DISTRICT NO. 1 BY THE BOARD OF DIRECTORS  
SIGNING BELOW:

Michael A. Herr  
[Mike Herr \(Oct 9, 2023 10:03 MDT\)](#)

Mike Herr

Jim Borden  
[Jim Borden \(Oct 5, 2023 18:47 MDT\)](#)

James Borden

Susan Soloyanis

Susan Soloyanis

Erin Sullivan  
[Erin Sullivan \(Oct 6, 2023 17:51 MDT\)](#)

Erin Sullivan

Karole Campbell  
[Karole Campbell \(Oct 5, 2023 18:08 MDT\)](#)

Karole Campbell












# CMD1 2023 09 20 Minutes KK - RH reviewed

Final Audit Report

2023-10-09

Created:	2023-10-05
By:	Rylee DeLong (rylee.d@wsdistricts.co)
Status:	Signed
Transaction ID:	CBJCHBCAABAWhp1Q25K9aezMV_lpQH5AdelTCu1x18

## "CMD1 2023 09 20 Minutes KK - RH reviewed" History


-  Document created by Rylee DeLong (rylee.d@wsdistricts.co)  
2023-10-05 - 9:42:53 PM GMT
-  Document emailed to Erin Sullivan (erinsullivan405@gmail.com) for signature  
2023-10-05 - 9:44:49 PM GMT
-  Document emailed to Jim Borden (jimborden@gmail.com) for signature  
2023-10-05 - 9:44:50 PM GMT
-  Document emailed to Karole Campbell (karole@madwomanms.com) for signature  
2023-10-05 - 9:44:50 PM GMT
-  Document emailed to Mike Herr (herrma60@gmail.com) for signature  
2023-10-05 - 9:44:51 PM GMT
-  Document emailed to Susan Soloyanis (soloyanis@comcast.net) for signature  
2023-10-05 - 9:44:51 PM GMT
-  Document emailed to Rebecca Harris (rebecca.h@wsdistricts.co) for signature  
2023-10-05 - 9:44:51 PM GMT
-  Email viewed by Rebecca Harris (rebecca.h@wsdistricts.co)  
2023-10-05 - 9:50:03 PM GMT
-  Document e-signed by Rebecca Harris (rebecca.h@wsdistricts.co)  
Signature Date: 2023-10-05 - 9:50:11 PM GMT - Time Source: server
-  Email viewed by Susan Soloyanis (soloyanis@comcast.net)  
2023-10-05 - 9:56:43 PM GMT
-  Document e-signed by Susan Soloyanis (soloyanis@comcast.net)  
Signature Date: 2023-10-05 - 9:56:56 PM GMT - Time Source: server



**Adobe Acrobat Sign**

 Rylee DeLong (rylee.d@wsdistricts.co) replaced signer Jim Borden (jimborden@gmail.com) with Jim Borden (jimdborden@gmail.com)

2023-10-05 - 10:07:49 PM GMT

 Document emailed to Jim Borden (jimdborden@gmail.com) for signature

2023-10-05 - 10:07:50 PM GMT

 Email viewed by Karole Campbell (karole@madwomanms.com)

2023-10-06 - 0:08:15 AM GMT

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

Signature Date: 2023-10-06 - 0:08:34 AM GMT - Time Source: server

 Email viewed by Jim Borden (jimdborden@gmail.com)


2023-10-06 - 0:47:21 AM GMT

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

Signature Date: 2023-10-06 - 0:47:34 AM GMT - Time Source: server

 Email viewed by Erin Sullivan (erinsullivan405@gmail.com)

2023-10-06 - 11:51:08 PM GMT

 Document e-signed by Erin Sullivan (erinsullivan405@gmail.com)

Signature Date: 2023-10-06 - 11:51:40 PM GMT - Time Source: server

 Email viewed by Mike Herr (herrma60@gmail.com)

2023-10-09 - 4:02:38 PM GMT

 Document e-signed by Mike Herr (herrma60@gmail.com)

Signature Date: 2023-10-09 - 4:03:38 PM GMT - Time Source: server

 Agreement completed.

2023-10-09 - 4:03:38 PM GMT

