



**CENTRAL MARKSHEFFEL METROPOLITAN DISTRICT**

Regular Board Meeting  
 Tuesday, November 7, 2023 – 8:30 A.M.  
 119 N. Wahsatch Ave.  
 Colorado Springs, Colorado 80903  
 - and -

via computer, tablet or smartphone.

<https://video.cloudoffice.avaya.com/join/742600493>

**United States: +1 (213) 463-4500**

Access Code: **742-600-493**

<b>Board of Director</b>	<b>Title</b>	<b>Term</b>
Randle W. Case II	President	May 2025
Dave Hammers	Vice President	May 2025
Bryan Long	Treasurer/ Secretary	May 2027
Lindsay Case	Assistant Secretary	May 2025
VACANT	Assistant Secretary	May 2027 (appoint until May 2025)

**AGENDA**

1. Call to Order
2. Declaration of Quorum/Director Qualifications/ Disclosure Matters
3. Approval of Agenda
4. Approval Meeting Minutes
  - a. July 26, 2023, Minutes (enclosure)
5. Financial Update
  - a. Review and consider approval for Unaudited Financial Statements (enclosure)
  - b. Ratify approval of payables through October 16, 2023 (enclosure)
  - c. Public Hearing on 2023 Budget Amendment
  - d. Consider Adoption of Resolution Amending 2023 Budget (enclosure)
  - e. Public Hearing on 2024 Budget
  - f. Consider Adoption of Resolution Approving 2024 Budget (enclosure)
6. Legal Matters
  - a. Discuss Detention Pond Maintenance
  - b. Review and Consider Approval of 2024 Annual Administrative Resolutions (enclosure)
  - c. Review and Consider Approval of WSDM – District Managers Engagement Letter (enclosure)
7. Other Business
  - a. Next regular meeting is December 5, 2023 at 9:30 a.m.
8. Adjourn

Regular Meetings are the 1<sup>st</sup> Tuesday of each month at 9:30 a.m. as needed  
The Board has determined to meet at the location stated above because there is no convenient location to meet within the District's boundaries. Such meeting location shall remain applicable for all future meetings until otherwise determined.

## **NOTICE OF SPECIAL MEETING**

**NOTICE IS HEREBY GIVEN That the Boards of Directors of CENTRAL MARKSHEFFEL METROPOLITAN DISTRICT, City of Colorado Springs, County of El Paso, State of Colorado, will hold a special meeting at 8:30 a.m. on Tuesday, the 7<sup>th</sup> day of November 2023 at 119 N. Wahsatch Avenue, in Colorado Springs, Colorado, and via tele/videoconference at the platform highlighted below for the purpose of conducting such business as may come before the Boards including the business on the attached agenda. Regular meetings for 2023 are on the first Tuesday of every month at 119 N. Wahsatch Avenue, in Colorado Springs, Colorado, so long as there is business to conduct. The regular meetings may be canceled. Please call (719) 447-1777 for meeting confirmation and information. The meeting is open to the public.**

**BY ORDER OF THE BOARDS OF DIRECTORS:**

**Please join my meeting from your computer, tablet or smartphone.  
<https://video.cloudoffice.avaya.com/join/742600493>**

**You can also dial in using your phone.  
United States: +1 (213) 463-4500**

**Access Code: 742-600-493**





**MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS OF THE  
CENTRAL MARKSHEFFEL METROPOLITAN DISTRICT  
HELD JULY 26, 2023, AT 3:00 P.M.**

Pursuant to posted notice, the special meeting of the Board of Directors of the Central Marksheffel Metropolitan District was held on Wednesday, July 26, 2023, at 3:00 p.m., via teleconference and video conference.

Directors in attendance were:

Randle W. Case II, President  
Dave Hammers, Vice President  
Bryan Long, Treasurer/Secretary  
Dave Hammers, Assistant Secretary  
Lindsay Case,

Also in attendance were:

K. Sean Allen, Esq., White, Bear & Ankele, Tanaka & Waldron  
Kevin Walker, WSDM District Managers  
Rebecca Harris, WSDM District Managers  
Braden Hammond, BiggsKofford  
MichelleMarie Kinney, District Resident

1. Call to Order: The meeting was called to order at 3:00 PM by Director Case II.

2. Declaration of Quorum/Director Qualifications/Disclosure Matters: Director Case II indicated that a quorum of the Board was present.

3. Approval of the Agenda: Mr. Walker removed item 6.a. Consider adoption of 2022 Final Budget Amendment because the amendment is not necessary. Director Hammers moved to approve the Agenda as revised; seconded by Director Long. Motion passed unanimously.

4. Appointment of Officers: Director Long appointed Randle W. Case II as President, Dave Hammers as Vice President, Bryan Long remains as Treasurer/Secretary and Lindsay Case as Assistant Secretary; seconded by Director Hammers. Motion passed unanimously.

5. Approval of Meeting Minutes

- a. Approval of November 1, 2022 Minutes: Director Hammers moved to approve the November 1, 2022 Minutes; seconded by Director Long. Motion passed unanimously.

6. Financial Update

- a. Review and consider approval of 2022 Audit and Presentation: Mr. Hammond with BiggsKofford presented the 2022 Audit. He noted they expect to issue an unqualified, clean opinion which is the highest level of assurance they can provide on financial statements. Mr. Hammond discussed the segregation of duties and internal controls, and recommended Board members regularly review bank statements. The Board discussed that they would implement an additional review of bank

statements by the Board Treasurer. Director Long moved to approve the 2022 Audit as presented; seconded by Director Hammers. Motion passed unanimously.

- b. Review and consider approval for Unaudited Financial Statements: Mr. Walker provided a brief summary of the Unaudited Financial Statements due to the internet going out. The Board tabled the approval to allow time for review.
- c. Ratify approval of payables through July 26, 2023: Mr. Walker presented the payables through July 26, 2023. After review, Director Hammers moved to approve the payables through July 26, 2023; seconded by Director Long. Motion passed unanimously.

#### 7. Legal Matters:

- a. Discuss Detention Pond Maintenance: Mr. Walker explained the Board agreed to take over the commercial detention pond maintenance. Mr. Walker will continue working on obtaining a special warranty deed and title commitment. The Board discussed there are seven owners who jointly own the pond. The Board discussed additional ponds in the area and Mr. Walker explained ponds must have a clean title commitment, a special warranty deed, and final acceptance by the County after the warranty period before the District can accept them. Director Long moved to approve the acceptance of detention pond maintenance if it meets the criteria of a clean title commitment, a special warranty deed, and final acceptance by the County after the warranty period without the need for further Board discussion; seconded by Director Hammers. Motion passed unanimously.
- b. Discuss and consider approval to take ownership of Tract F in Claremont Ranch Filing No. 8: Mr. Walker explained the history of Tract F in Claremont Ranch Filing No. 8. There was a note on the plat referring to Tract F, and ultimately DR Horton currently owns the tract and is asking if the District would consider taking ownership. Mr. Walker recommends the Board take ownership of Tract F. Ms. Kinney commented that she is a resident of Claremont Ranch and a member of the Cherokee MD Board, and she was in favor of the District taking ownership. Mr. Walker estimated the maintenance would cost the District \$500 annually and there is ample room in the Budget. Director Hammers moved to accept ownership and maintenance of Tract F in Claremont Ranch Filing No. 8 pending a special warranty deed and title commitment is provided; seconded by Director Long. Mr. Walker confirmed that they must provide a special warranty deed and title commitment insurance. The motion was revised to include the requirement. The motion passed unanimously.

#### 8. Other Business

- a. Next regular meeting is August 1, 2023 at 9:30 AM. The Board discussed scheduling a meeting in November.

9. Adjournment: The Board unanimously adjourned the meeting at 3:35 PM.

Respectfully Submitted,

\_\_\_\_\_  
By: Board of Director for the Central Marksheffel Metropolitan District

\_\_\_\_\_  
By: Rebecca Harris for the Recording Secretary



## Central Marksheffel Metropolitan District

## Balance Sheet

As of September 30, 2023

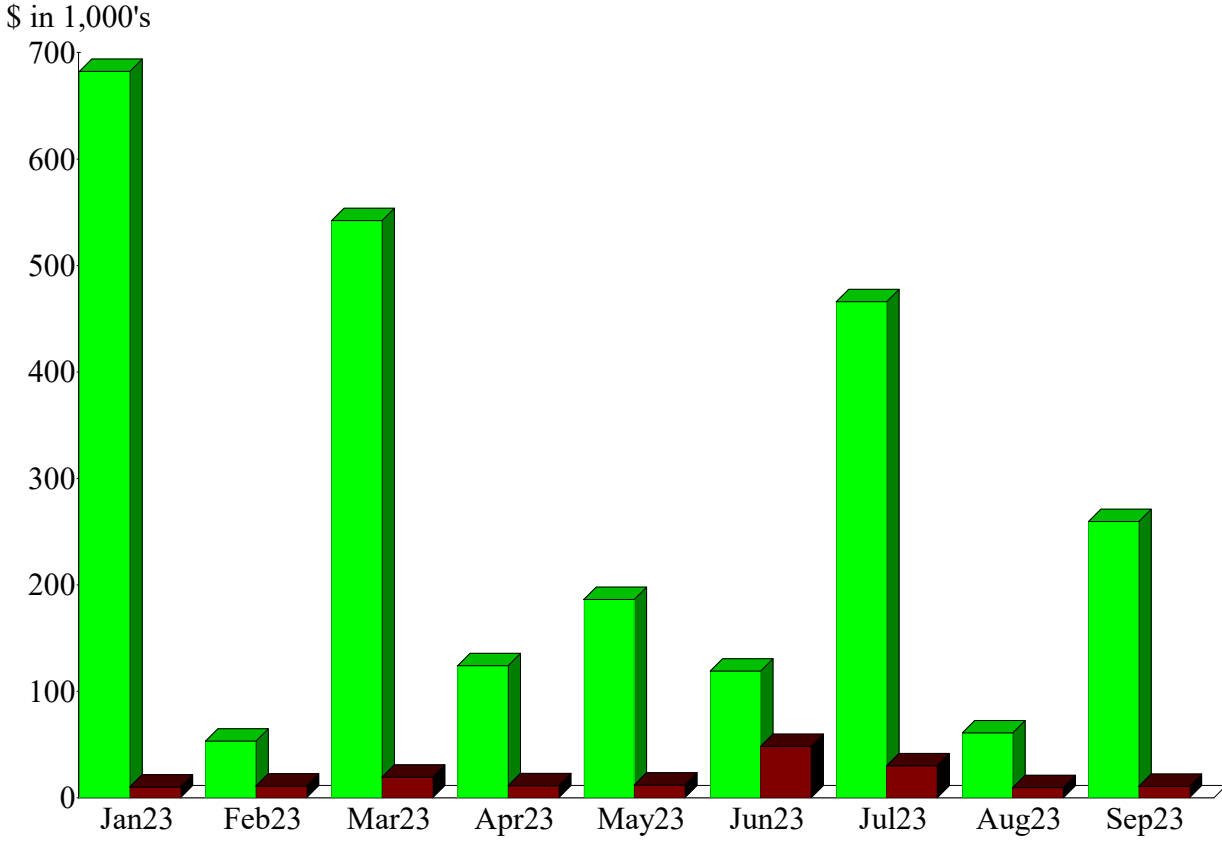
	<u>Sep 30, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
US Bank Debt 211352001	4,808.76
US Bank Reserve 211352002	192,112.98
US Bank Revenue 211352000	971,946.38
US Bank Surplus 211352004	363,456.98
1110 · CMMD Checking Account	<u>1,887,419.05</u>
<b>Total Checking/Savings</b>	3,419,744.15
<b>Accounts Receivable</b>	
1213 · Property Tax Receivable	<u>14,312.53</u>
<b>Total Accounts Receivable</b>	<u>14,312.53</u>
<b>Total Current Assets</b>	<u>3,434,056.68</u>
<b>TOTAL ASSETS</b>	<b><u>3,434,056.68</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2010 · Accounts Payable	<u>9,310.04</u>
<b>Total Accounts Payable</b>	9,310.04
<b>Other Current Liabilities</b>	
2020 · Accrued Interest - Bonds	6,223.00
2610 · Deferred Property Tax Revenue	<u>14,312.53</u>
<b>Total Other Current Liabilities</b>	<u>20,535.53</u>
<b>Total Current Liabilities</b>	29,845.57
<b>Long Term Liabilities</b>	
2515 · Loan Payable - Series 2014A	<u>2,540,000.00</u>
<b>Total Long Term Liabilities</b>	<u>2,540,000.00</u>
<b>Total Liabilities</b>	2,569,845.57
<b>Equity</b>	
3000 · Opening Balance Equity	199.98
3910 · Retained Earnings	-1,466,837.55
Net Income	<u>2,330,848.68</u>
<b>Total Equity</b>	<u>864,211.11</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>3,434,056.68</u></b>

**Central Marksheffel Metropolitan District  
Profit & Loss Budget vs. Actual  
January through September 2023**

	TOTAL				
	Sep 23	Jan - Sep 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Fees</b>					
Bridge	0.00	680,229.65			
<b>Taxes</b>					
Current Year - Debt	10,983.71	1,181,624.11	1,193,347.26	-11,723.15	99.02%
Current Year - O&M	2,426.05	260,993.97	263,583.35	-2,589.38	99.02%
Delinquent Int - Debt	333.68	1,592.60			
Delinquent Int - O&M	73.70	351.77			
Prior Year Tax - Debt	0.00	334.12			
Prior Year Tax - O&M	0.00	73.80			
Spec Own Tax - Debt	12,084.00	82,321.32	83,534.31	-1,212.99	98.55%
Spec Own Tax - O&M	2,669.08	18,182.90	13,179.17	5,003.73	137.97%
<b>Total Taxes</b>	<u>28,570.22</u>	<u>1,545,474.59</u>	<u>1,553,644.09</u>	<u>-8,169.50</u>	<u>99.47%</u>
<b>Total Fees</b>	<u>28,570.22</u>	<u>2,225,704.24</u>	<u>1,553,644.09</u>	<u>672,060.15</u>	<u>143.26%</u>
<b>IGA Revenues</b>	<u>223,664.19</u>	<u>223,664.19</u>			
<b>Total Income</b>	<u>252,234.41</u>	<u>2,449,368.43</u>	<u>1,553,644.09</u>	<u>895,724.34</u>	<u>157.65%</u>
<b>Expense</b>					
Board of Director Fees	0.00	1,400.00	1,500.00	-100.00	93.33%
Bridge Lights	109.02	982.95	4,000.00	-3,017.05	24.57%
Copies and Postage	6.18	50.64	300.00	-249.36	16.88%
<b>Treasurer's Collection Fee</b>					
Debt	169.76	17,753.26	17,900.21	-146.95	99.18%
O&M	37.50	3,921.29	3,953.75	-32.46	99.18%
<b>Total Treasurer's Collection Fee</b>	<u>207.26</u>	<u>21,674.55</u>	<u>21,853.96</u>	<u>-179.41</u>	<u>99.18%</u>
6060 · Bank Service Charges	308.79	2,250.68	500.00	1,750.68	450.14%
6075 · Bond Expense					
Interest Expense - 2014 Bonds	0.00	37,752.87	65,000.00	-27,247.13	58.08%
<b>Total 6075 · Bond Expense</b>	<u>0.00</u>	<u>37,752.87</u>	<u>65,000.00</u>	<u>-27,247.13</u>	<u>58.08%</u>
6160 · Dues and Subscriptions	0.00	634.21			
6180 · Insurance	1,941.00	1,941.00	3,700.00	-1,759.00	52.46%
6240 · Miscellaneous	0.00	0.00	1,000.00	-1,000.00	0.0%
6570 · Professional Fees					
District Management	7,000.00	63,000.00	84,000.00	-21,000.00	75.0%
Landscaping/Mowing	895.00	9,014.75	15,000.00	-5,985.25	60.1%
6571 · Accounting	0.00	9,325.00	9,325.00	0.00	100.0%
6572 · Legal Fees	362.86	15,524.05	15,000.00	524.05	103.49%
<b>Total 6570 · Professional Fees</b>	<u>8,257.86</u>	<u>96,863.80</u>	<u>123,325.00</u>	<u>-26,461.20</u>	<u>78.54%</u>
<b>Total Expense</b>	<u>10,830.11</u>	<u>163,550.70</u>	<u>221,178.96</u>	<u>-57,628.26</u>	<u>73.95%</u>
<b>Net Ordinary Income</b>	<u>241,404.30</u>	<u>2,285,817.73</u>	<u>1,332,465.13</u>	<u>953,352.60</u>	<u>171.55%</u>
<b>Other Income</b>					
7010 · Interest Income					
Loan Interest Income	0.00	0.00	12,000.00	-12,000.00	0.0%
O&M	1,607.34	9,913.63			
7010 · Interest Income - Other	5,701.98	35,117.32			
<b>Total 7010 · Interest Income</b>	<u>7,309.32</u>	<u>45,030.95</u>	<u>12,000.00</u>	<u>33,030.95</u>	<u>375.26%</u>
<b>Total Other Income</b>	<u>7,309.32</u>	<u>45,030.95</u>	<u>12,000.00</u>	<u>33,030.95</u>	<u>375.26%</u>
<b>Net Income</b>	<u><u>248,713.62</u></u>	<u><u>2,330,848.68</u></u>	<u><u>1,344,465.13</u></u>	<u><u>986,383.55</u></u>	<u><u>173.37%</u></u>

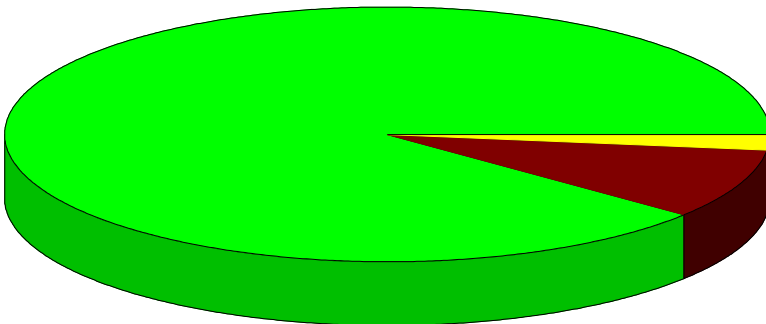


Income and Expense by Month  
January through September 2023

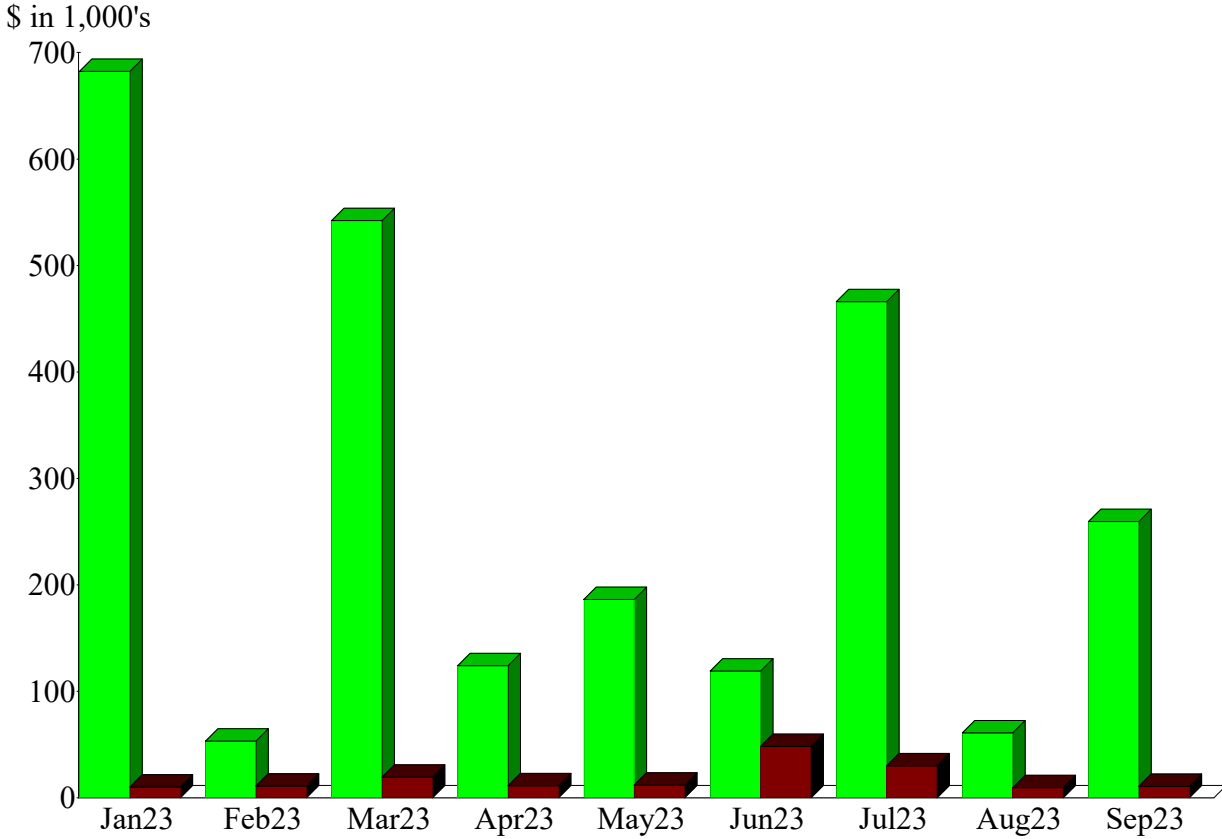


Income Summary  
January through September 2023

Fees	89.23%
IGA Revenues	8.97
7010 · Interest Income	1.81
<b>Total</b>	<b>\$2,494,399.38</b>

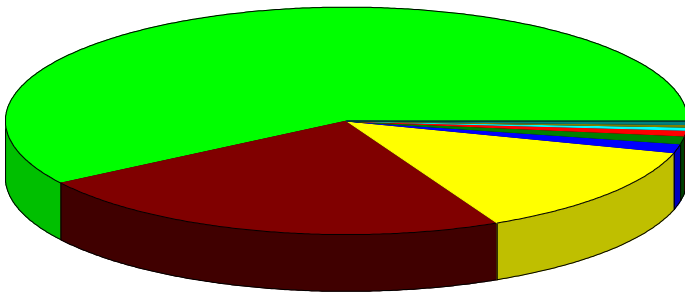


Income and Expense by Month  
January through September 2023



Expense Summary  
January through September 2023

6570 · Professional Fees	59.23%
6075 · Bond Expense	23.08
Treasurer's Collection Fee	13.25
6060 · Bank Service Charges	1.38
6180 · Insurance	1.19
Board of Director Fees	0.86
Bridge Lights	0.60
6160 · Dues and Subscriptions	0.39
Copies and Postage	0.03
<b>Total</b>	<b>\$163,550.70</b>





**Central Marksheffel Metropolitan District**  
**PAYMENT REQUEST**  
 10/16/2023  
**GENERAL FUND ACCOUNT**

Company	Invoice	Date	Amount	
CO Spec Districts Prop & Liab Pool	24PL-60856-1189	9/5/2023	\$ 1,941.00	
Mountain View Electric Association	103694700	10/4/2023	\$ 105.30	Bridge Lights-Auto payment
White Bear Ankele Tanaka & Waldron	30249	9/30/2023	\$ 362.86	
WSDM District Managers	7681	9/30/2023	\$ 7,006.18	
<b>TOTAL</b>			<b>\$ 9,415.34</b>	

**BONDS REVENUE FUND ACCOUNT**

Description	Date	Amount this Transfer	Comments
El Paso County Taxes Paid	Sep-23	\$ 11,914.24	Aug. 2024
El Paso County Taxes Paid	10/10/2023	\$ 11,057.29	Sep-24
<b>TOTAL</b>		<b>\$ 22,971.53</b>	

Total	\$	32,386.87	
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, Director

Wells Fargo Bank	\$	1,900,918.65	
10/16/23 Draw	\$	(32,386.87)	
	\$	1,868,531.78	



**CENTRAL MARKSHEFFEL METROPOLITAN DISTRICT  
RESOLUTION TO AMEND 2023 BUDGET**

WHEREAS, the Board of Directors of Central Marksheffel Metropolitan District (the “**District**”) certifies that at a regular meeting of the Board of Directors of the District held date of meeting, a public hearing was held regarding the 2023 amended budget, and, subsequent thereto, the following Resolution was adopted by affirmative vote of a majority of the Board of Directors:

WHEREAS, the Board of Directors of the District adopted a budget and appropriated funds for fiscal year 2023 as follows:

General Fund	\$ _____
Capital Project Fund	\$ _____
Debt Service Fund	\$ _____

and;

WHEREAS, the necessity has arisen for additional expenditures by the District due to additional costs which could not have been reasonably anticipated at the time of adoption of the budget, requiring the expenditure of funds in excess of those appropriated for fiscal year 2023; and

WHEREAS, funds are available for such expenditure.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the District does hereby amend the adopted budget for fiscal year 2023 as follows:

General Fund	\$ _____
Capital Project Fund	\$ _____
Debt Service Fund	\$ _____

BE IT FURTHER RESOLVED, that such sums are hereby appropriated from the revenues of the District to the funds named above for the purpose stated, and that any ending fund balances shall be reserved for purposes of complying with Article X, Section 20 of the Colorado Constitution.

*[Remainder of Page Intentionally Left Blank]*

ADOPTED NOVEMBER 7<sup>TH</sup>, 2023.

**DISTRICT:**

**CENTRAL MARKSHEFFEL  
METROPOLITAN DISTRICT**, a quasi-  
municipal corporation and political subdivision of  
the State of Colorado

By: \_\_\_\_\_  
Officer of the District

Attest:

By: \_\_\_\_\_

APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON  
Attorneys at Law

\_\_\_\_\_  
General Counsel to the District

STATE OF COLORADO  
COUNTY OF EL PASO  
CENTRAL MARKSHEFFEL METROPOLITAN DISTRICT

I hereby certify that the foregoing resolution constitutes a true and correct copy of the record of proceedings of the Board adopted at a meeting held via teleconference on November 7<sup>th</sup>, 2023, as recorded in the official record of the proceedings of the District.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 7<sup>th</sup> day of November, 2023.

\_\_\_\_\_





**RESOLUTION  
ADOPTING BUDGET, APPROPRIATING FUNDS AND CERTIFYING MILL LEVIES  
FOR THE CALENDAR YEAR 2024**

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The Board of Directors of Central Marksheffel Metropolitan District (the “**Board**”), El Paso County, Colorado (the “**District**”), held a regular meeting, via teleconference on November 7<sup>th</sup>, 2023, at the hour of 9:30 AM.

Prior to the meeting, each of the directors was notified of the date, time and place of the budget meeting and the purpose for which it was called and a notice of the meeting was posted or published in accordance with §29-1-106, C.R.S.

*[Remainder of Page Intentionally Left Blank]*

NOTICE AS TO PROPOSED 2024 BUDGET

WHEREAS, the Board has designated its accountant to prepare and submit a proposed budget to the Board in accordance with Colorado law; and

WHEREAS, the proposed budget has been submitted to the Board for its review and consideration; and

WHEREAS, upon due and proper notice, provided in accordance with Colorado law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held and interested electors were given the opportunity to register their protest to the proposed budget prior to the adoption of the budget by the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

Section 1. Adoption of Budget. The budget attached hereto and incorporated herein is approved and adopted as the budget of the District for fiscal year 2024. In the event of recertification of values by the County Assessor’s Office after the date of adoption hereof, staff is hereby directed to modify and/or adjust the budget and certification to reflect the recertification without the need for additional Board authorization. Any such modification to the budget or certification as contemplated by this Section 1 shall be deemed ratified by the Board.

Section 2. Levy for General Operating Expenses. For the purpose of meeting all general operating expenses of the District during the 2024 budget year, there is hereby levied a tax of \_\_.\_\_\_\_ mills upon each dollar of the total valuation of assessment of all taxable property within the District.

Section 3. Levy for Debt Service Obligations. For the purposes of meeting all debt service obligations of the District during the 2024 budget year, there is hereby levied a tax of \_\_.\_\_\_\_ mills upon each dollar of the total valuation of assessment of all taxable property within the District.

Section 4. Levy for Contractual Obligation Expenses. For the purposes of meeting all contractual obligations of the District during the 2024 budget year, there is hereby levied a tax of

\_\_\_\_.\_\_\_\_ mills upon each dollar of the total valuation of assessment of all taxable property within the District.

Section 5. Levy for Capital Project Expenses. For the purposes of meeting all capital project obligations of the District during the 2024 budget year, there is hereby levied a tax of \_\_\_\_ .\_\_\_\_ mills upon each dollar of the total valuation of assessment of all taxable property within the District.

Section 6. Mill Levy Adjustment. When developing the attached budget, consideration was given to any changes in the method of calculating assessed valuation, including any changes to the assessment ratios, or any constitutionally mandated tax credit, cut or abatement, as authorized in the District’s service plan. The Board hereby determines in good faith (such determination to be binding and final), that to the extent possible, the adjustments to the mill levies made to account for changes in Colorado law described in the prior sentence, and the actual tax revenues generated by the mill levies, are neither diminished nor enhanced as a result of those changes.

Section 7. Certification to County Commissioners. The Board directs its legal counsel, manager, accountant or other designee to certify to the Board of County Commissioners of El Paso County, Colorado the mill levies for the District as set forth herein. Such certification shall be in compliance with the requirements of Colorado law.

Section 8. Appropriations. The amounts set forth as expenditures in the budget attached hereto are hereby appropriated.

Section 9. Filing of Budget and Budget Message. The Board hereby directs its legal counsel, manager or other designee to file a certified copy of the adopted budget resolution, the budget and budget message with the Division of Local Government by January 30 of the ensuing year.

Section 10. Budget Certification. The budget shall be certified by a member of the District, or a person appointed by the District, and made a part of the public records of the District.

*[Remainder of Page Intentionally Left Blank]*

ADOPTED NOVEMBER 7<sup>TH</sup>, 2023.

**DISTRICT:**

**CENTRAL MARKSHEFFEL  
METROPOLITAN DISTRICT**, a quasi-  
municipal corporation and political subdivision of  
the State of Colorado

By: \_\_\_\_\_  
Officer of the District

Attest:

By: \_\_\_\_\_

APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON  
Attorneys at Law

\_\_\_\_\_  
General Counsel to the District

STATE OF COLORADO  
COUNTY OF EL PASO  
CENTRAL MARKSHEFFEL METROPOLITAN DISTRICT

I hereby certify that the foregoing resolution constitutes a true and correct copy of the record of proceedings of the Board adopted by a majority of the Board at a District meeting held via teleconference on November 7<sup>th</sup>, 2023, as recorded in the official record of the proceedings of the District.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 7<sup>th</sup> day of November, 2023.

\_\_\_\_\_

**EXHIBIT A**  
**BUDGET DOCUMENT**  
**BUDGET MESSAGE**

**CENTRAL MARKSHEFFEL METROPOLITAN DISTRICT  
2023 AMENDED BUDGET and 2024 BUDGET  
GENERAL FUND**

	2022 ACTUAL	2023 ACTUAL 9/26/2023	2023 AMEND/PROJ	2023 BUDGET	2024 BUDGET	2024 H.H
<b>GENERAL FUND: BEGINNING BALANCE</b>	\$ 833,949	\$ 400,551	\$ 400,551.37	\$ 404,323	\$ 1,219,292	\$ 1,219,292
<b>REVENUES</b>						
PROPERTY TAXES	\$ 252,108	\$ 258,568	\$ 258,568	\$ 263,583	\$ 329,323	\$ 296,391
PRIOR YEAR	\$ -	\$ 74	\$ 74	\$ -	\$ -	\$ -
ABATEMENT TAX & INTEREST	\$ (799)	\$ -	\$ -	\$ -	\$ -	\$ -
SPECIFIC OWNERSHIP TAXES	\$ 26,230	\$ 15,514	\$ 15,514	\$ 13,179	\$ 16,466	\$ 14,820
DELINQUENT TAX AND INTEREST	\$ 445	\$ 278	\$ 278	\$ -	\$ -	\$ -
IMPACT FEES: COMMERCIAL/ RESIDENTIAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EL PASO COUNTY IGA AGREEMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BRIDGE CREDITS	\$ -	\$ 680,230	\$ 680,230	\$ -	\$ -	\$ -
INTEREST INCOME	\$ -	\$ 19,215	\$ 19,215	\$ -	\$ -	\$ -
<b>TOTAL REVENUES</b>	\$ 277,984	\$ 973,879	\$ 973,879	\$ 276,763	\$ 345,790	\$ 311,211
<b>TOTAL REVENUE &amp; FUND BALANCE</b>	\$ 1,111,933	\$ 1,374,430	\$ 1,374,430	\$ 681,086	\$ 1,565,082	\$ 1,530,503
<b>EXPENDITURES</b>						
ACCOUNTING	\$ -	\$ 9,325	\$ -	\$ -	\$ -	\$ -
BOARD OF DIRECTORS FEE	\$ 900	\$ 1,400	\$ 1,400	\$ 1,500	\$ 1,500	\$ 1,500
BRIDGE LIGHTS/ UTILITIES	\$ -	\$ 983	\$ 2,200	\$ 4,000	\$ 4,000	\$ 4,000
DISTRICT MANAGEMENT	\$ 82,990	\$ 56,000	\$ 84,000	\$ 84,000	\$ 60,000	\$ 60,000
OFFICE/POSTAGE/LEGAL NOTICES	\$ 110	\$ 44	\$ 44	\$ 300	\$ 300	\$ 300
AUDIT	\$ 8,825	\$ -	\$ -	\$ 9,325	\$ 9,750	\$ 9,750
INSURANCE/SDA DUES	\$ 3,582	\$ 634	\$ 634	\$ 3,700	\$ 3,700	\$ 3,700
INTREST EXPENSE	\$ -	\$ 37,753	\$ 37,753	\$ -	\$ -	\$ -
LEGAL	\$ 19,214	\$ 15,161	\$ 15,161	\$ 15,000	\$ 15,000	\$ 15,000
TREASURER'S FEES	\$ 3,788	\$ 3,884	\$ 3,884	\$ 3,954	\$ 4,940	\$ 4,446
BANK CHARGES	\$ 4,601	\$ 1,942	\$ 1,942	\$ 500	\$ 500	\$ 500
LANDSCAPING MAINTENANCE	\$ 6,478	\$ 8,120	\$ 8,120	\$ 15,000	\$ 15,000	\$ 15,000
LANDSCAPE REPLACEMENT	\$ 33,004	\$ -	\$ -	\$ -	\$ -	\$ -
DETENTION POND MAINTENANCE	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000
CONTINGENCY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TANSFER TO REVENUE FUND	\$ 547,891	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	\$ 711,382	\$ 125,921	\$ 155,138	\$ 137,279	\$ 129,690	\$ 129,196
<b>GENERAL FUND: ENDING BALANCE</b>	\$ 400,551	\$ 1,248,509	\$ 1,219,292	\$ 543,807	\$ 1,435,392	\$ 1,401,307
EMERGENCY RESERVE: State Required at 3%	\$ 4,905	\$ 3,778	\$ 4,654	\$ 4,118	\$ 3,891	\$ 3,876
<b>ASSESSED VALUATION (000'S)</b>	\$ 50,454,080	\$ 52,716,670	\$ 52,716,670	\$ 52,716,670	\$ 65,864,670	\$ 59,278,203
MILL LEVY	5.000	5.000	5.000	5.000	5.000	5.000

**CENTRAL MARKSHEFFEL METROPOLITAN DISTRICT  
2023 AMENDED BUDGET and 2024 BUDGET  
DEBT SERVICE FUND**

	2022 ACTUAL	2023 ACTUAL 9/26/2023	2023 AMEND/PROJ	2023 BUDGET	2024 BUDGET	2024 H.H
<b>REVENUE FUND: BEGINNING BALANCE</b>	\$ 5,497,007	\$ 673,064	\$ 673,064	\$ 134,361	\$ 1,779,983	\$ 1,779,983
<b>REVENUES</b>						
PROPERTY TAXES	\$ 1,141,395	\$ 1,170,640	\$ 1,170,640	\$ 1,193,347	\$ 1,359,249	\$ 1,341,881
ABATEMENT TAX & INTEREST	\$ (3,618)	\$ -	\$ -	\$ -	\$ -	\$ -
PRIOR YEAR TAXES	\$ -	\$ 334	\$ 334	\$ -	\$ -	\$ -
SPECIFIC OWNERSHIP TAXES	\$ 118,755	\$ 70,237	\$ 70,237	\$ 83,534	\$ 95,147	\$ 93,932
DELINQUENT TAX AND INTEREST	\$ 2,014	\$ 1,259	\$ 1,259	\$ -	\$ -	\$ -
IMPACT FEES: COMMERCIAL/ RESIDENTIAL	\$ 9,950	\$ -	\$ -	\$ -	\$ -	\$ -
BRIDGE CREDITS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INTEREST INCOME	\$ 50,390	\$ 8,306	\$ 8,306	\$ 12,000	\$ -	\$ -
<b>TOTAL REVENUES</b>	\$ 1,318,887	\$ 1,250,777	\$ 1,250,776	\$ 1,288,882	\$ 1,454,397	\$ 1,435,812
<b>TOTAL REVENUE &amp; FUND BALANCE</b>	\$ 6,815,894	\$ 1,923,841	\$ 1,923,840	\$ 1,423,243	\$ 3,234,379	\$ 3,215,795
<b>EXPENDITURES</b>						
BANK CHARGES	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -
BOND PRINCIPAL PAYMENTS	\$ 6,415,000	\$ -	\$ -	\$ -	\$ 2,160,000	\$ 2,160,000
BOND INTEREST PAYMENTS	\$ 255,570	\$ -	\$ 126,273	\$ -	\$ 93,436	\$ 93,436
CONTINGENCY	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -
TREASURERS FEES	\$ 17,151	\$ 17,584	\$ 17,584	\$ 17,900	\$ 20,389	\$ 20,128
<b>TOTAL EXPENDITURES</b>	\$ 6,690,721	\$ 17,584	\$ 143,857	\$ 18,900	\$ 2,273,825	\$ 2,273,564
<b>OTHER FINANCING SOURCES (USES)</b>						
TRANSFER IN: GENERAL FUND	\$ 547,891	\$ -	\$ -	\$ -	\$ -	\$ -
TRANSFER OUT: DEBT FUND	\$ -	\$ -	\$ -	\$ 445,000	\$ -	\$ -
<b>REVENUE FUND: ENDING BALANCE</b>	\$ 673,064	\$ 1,906,257	\$ 1,779,983	\$ 959,342	\$ 960,554	\$ 942,231
<b>ASSESSED VALUATION</b>	\$ 50,454,080	\$ 52,716,670	\$ 52,716,670	\$ 52,716,670	\$ 65,864,670	\$ 59,278,203
MILL LEVY	22.637	22.637	22.637	22.637	20.637	22.637
<b>TOTAL MILL LEVY</b>	27.637	27.637	27.637	27.637	25.637	27.637







**CENTRAL MARKSHEFFEL METROPOLITAN DISTRICT  
ANNUAL ADMINISTRATIVE RESOLUTION  
(2024)**

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WHEREAS, Central Marksheffel Metropolitan District (the “**District**”), was organized as a special district pursuant to an Order and Decree of the District Court in and for the County of El Paso, Colorado (the “**County**”); and

WHEREAS, the Board of Directors (the “**Board**”) of the District, has a duty to perform certain obligations in order to assure the efficient operation of the District and hereby directs its consultants to take the following actions.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

1. The Board directs the District’s legal counsel to cause an accurate map of the District’s boundaries to be prepared in accordance with the standards specified by the Division of Local Government (“**Division**”) and to be filed in accordance with §32-1-306, C.R.S.

2. The Board directs the District’s legal counsel to notify the Board of County Commissioners, the County Assessor, the County Treasurer, the County Clerk and Recorder, the governing body of any municipality in which the District is located, and the Division of the name of the chairman of the Board, the contact person, telephone number and business address of the District, as required by §32-1-104(2), C.R.S.

3. The Board directs the District’s legal counsel to prepare and file with the Division, within thirty (30) days of a written request from the Division, an informational listing of all contracts in effect with other political subdivisions, in accordance with §29-1-205, C.R.S.

4. The Board directs the District’s legal counsel to cause the preparation of and to file with the Department of Local Affairs the annual public securities report for nonrated public securities issued by the District within sixty (60) days of the close of the fiscal year, as required by §§11-58-101, et seq., C.R.S.

5. The Board directs the District’s accountant to: (a) obtain proposals for auditors to be presented to the Board; (b) to cause an audit of the annual financial statements of the District to be prepared and submitted to the Board on or before June 30; and (c) to cause the audit to be filed with the State Auditor by July 31st, or by the filing deadline permitted under any extension thereof, all in accordance with §§29-1-603(1) and 29-1-606, C.R.S. Alternatively, if warranted by §29-1-604, C.R.S., the Board directs the District’s accountant to apply for and obtain an audit exemption from the State Auditor on or before March 31st in accordance with §29-1-604, C.R.S.

6. The Board directs the District’s legal counsel, if the District has authorized, but unissued general obligation debt as of the end of the fiscal year, to cause to be submitted to the Board of County Commissioners or the governing body of the municipality that adopted a resolution of approval of the District, the District’s audit report or a copy of its application for exemption from audit in accordance with §29-1-606(7), C.R.S.

7. The Board directs the District’s accountant to submit a proposed budget to the Board by October 15 and prepare the final budget and budget message, including any amendments thereto, if necessary. The Board also directs the District’s accountant to perform the property tax limit calculation, if required by §§ 29-1-306, *et seq.*, C.R.S., and to inform the Board of the result of such calculation. The Board directs the District's Manager to schedule a public hearing on the proposed budget or amendments, as applicable, and to post or publish notices thereof. The Board directs legal counsel to prepare all budget resolutions. The Board directs legal counsel to file the budget, budget resolution, and budget message with the Division on or before January 30th, all in accordance with §§ 29-1-101, *et seq.*, C.R.S.

8. The Board directs the District’s accountant to monitor all expenditures and, if necessary, to notify the District’s legal counsel, the District's Manager, and the Board when expenditures are expected to exceed appropriated amounts. The Board directs legal counsel to prepare all budget amendment resolutions. The Board directs the District's Manager to schedule a public hearing on a proposed budget amendment and post or publish notices thereof in accordance with § 29-1-106, C.R.S. The Board directs legal counsel to file the amended budget with the Division on or before the date of making such expenditure or contracting for such expenditure, all in accordance with §§ 29-1-101, *et seq.*, C.R.S.

9. The Board directs legal counsel to cause the preparation of the Unclaimed Property Act report and submission of the same to the State Treasurer by November 1st if there is property presumed abandoned and subject to custody as unclaimed property, in accordance with §38-13-110, C.R.S.

10. The Board directs the District’s accountant to prepare the mill levy certification form and directs legal counsel to file the mill levy certification form with the Board of County Commissioners on or before December 15th, in accordance with §39-5-128, C.R.S.

11. The Board directs that all legal notices shall be published in accordance with §32-1-103(15), C.R.S.

12. The Board determines that each director may receive compensation for their services as directors subject to the limitations set forth in §§32-1-902(3)(a)(I) & (II), C.R.S.

13. The District hereby acknowledges, in accordance with §32-1-902, C.R.S., the following officers for the District:

- Chairman/President: Randy Case
- Vice President: Dave Hammers
- Treasurer: Bryan Long
- Assistant Secretary: Lindsay Case
- Recording Secretary: District Manager

14. The Board hereby determines that each member of the Board shall, for any potential or actual conflicts of interest, complete conflicts of interest disclosures and directs legal counsel

to file the conflicts of interest disclosures with the Board and with the Colorado Secretary of State at least seventy-two (72) hours prior to every regular and special meeting of the Board, in accordance with §32-1-902(3)(b) and §18-8-308, C.R.S. Written disclosures provided by Board members required to be filed with the governing body in accordance with §18-8-308, C.R.S. shall be deemed filed with the Board when filed with the Secretary of State. Additionally, at the beginning of each year, each Board member shall submit information to legal counsel regarding any actual or potential conflicts of interest and, throughout the year, each Board member shall provide legal counsel with any revisions, additions, corrections or deletions to said conflicts of interest disclosures.

15. The Board confirms its obligations under §24-10-110(1), C.R.S., with regards to the defense and indemnification of its public employees, which, by definition, includes elected and appointed officers.

16. The Board hereby appoints the District's Manager as the official custodian for the maintenance, care and keeping of all public records of the District, in accordance with §§24-72-202, et seq., C.R.S. The Board hereby directs its legal counsel, accountant, manager and all other consultants to adhere to the Colorado Special District Records Retention Schedule as adopted by the District.

17. The Board directs the District's Manager to post notice of all regular and special meetings in accordance with §32-1-903(2) and §24-6-402(2)(c), C.R.S. The Board hereby designates [www.wsdistricts.co/projects/central-marksheffel-metropolitan-district/](http://www.wsdistricts.co/projects/central-marksheffel-metropolitan-district/) as the District's website for the posting of its regular and special meeting notices. The Board also hereby designates, unless otherwise designated by the Board, any location within the District as the location the District will post notices of meetings in the event of exigent or emergency circumstances which prevent the District from posting notice of the meeting on the District's website. The Board directs the District's Manager to provide the website address set forth above to the Department of Local Affairs for inclusion in the inventory maintained pursuant to §24-32-116, C.R.S.

18. The Board determines to hold regular meetings on the first Tuesday of every month, at 9:30 AM at 119 N. Wahsatch Ave., Colorado Springs, CO 80903, and by telephone, electronic, or other means not including physical presence.

All notices of meetings shall designate whether such meeting will be held by electronic means, at a physical location, or both, and shall designate how members of the public may attend such meeting, including the conference number or link by which members of the public can attend the meeting electronically, if applicable.

19. The Board determines to hold an annual meeting, pursuant to § 32-1-903(6), on date, at [REDACTED], and by telephone, electronic, of other means not requiring physical presence, subject to change by action of the Board. Notice of the annual meeting shall designate whether such meeting will be held by electronic means, at a physical location, or both, and shall designate how members of the public may attend such meeting, including the conference number or link by which members of the public can attend the meeting electronically, if applicable. The District's Manager shall be responsible for coordinating the required presentations for the annual meeting.

20. In the event of an emergency, the Board may conduct a meeting outside of the limitations prescribed in §24-6-402(2)(c), C.R.S., provided that any actions taken at such emergency meeting are ratified at the next regular meeting of the Board or at a special meeting conducted after proper notice has been given to the public.

21. For the convenience of the electors of the District, and pursuant to its authority set forth in §1-13.5-1101, C.R.S., the Board hereby deems that all regular and special elections of the District shall be conducted as independent mail ballot elections in accordance with §§1-13.5-1101, et seq., C.R.S., unless otherwise deemed necessary and expressed in a separate election resolution adopted by the Board.

22. Pursuant to the authority set forth in §1-1-111, C.R.S., the Board hereby appoints Ashley B. Frisbie, of the law firm of White Bear Ankele Tanaka & Waldron, Attorneys at Law, as the Designated Election Official (the “DEO”) of the District for any elections called by the Board, or called on behalf of the Board by the DEO, and hereby authorizes and directs the DEO to take all actions necessary for the proper conduct of the election, including, if applicable, cancellation of the election in accordance with §1-13.5-513, C.R.S.

23. In accordance with §1-11-103(3), C.R.S., the Board hereby directs the DEO to certify to the Division the results of any elections held by the District and, pursuant to §32-1-1101.5(1), C.R.S., to certify results of any ballot issue election to incur general obligation indebtedness to the Board of County Commissioners or the governing body of the municipality that adopted a resolution of approval of the district and file a copy of such certification with the Division of Securities.

24. The Board directs legal counsel to cause a notice of authorization of or notice to incur general obligation debt to be recorded with the County Clerk and Recorder within thirty (30) days of authorizing or incurring any indebtedness, in accordance with §32-1-1604, C.R.S.

25. Pursuant to the authority set forth in §24-12-103, C.R.S., the Board hereby designates, in addition to any officer of the District, Rose Vallesio of the law firm of White Bear Ankele Tanaka & Waldron, Attorneys at Law, as a person with the power to administer all oaths or affirmations of office and other oaths or affirmations required to be taken by any person upon any lawful occasion.

26. The Board directs legal counsel to cause the preparation of and filing with the Board of County Commissioners or the governing body of the municipality that adopted a resolution of approval of the District, if requested, the application for quinquennial finding of reasonable diligence in accordance with §§32-1-1101.5(1.5) and (2), C.R.S.

27. The Board directs legal counsel to cause the preparation of and the filing with the Board of County Commissioners or the governing body of any municipality in which the District is located, the Division, the State Auditor, the County Clerk and Recorder and any interested parties entitled to notice pursuant to §32-1-204(1), C.R.S., an annual report, if requested, in accordance with §32-1-207(3)(c), C.R.S.

28. The Board directs the District's Manager to obtain proposals and/or renewals for insurance, as applicable, to insure the District against all or any part of the District's liability, in

accordance with §§24-10-115, et seq., C.R.S. The Board directs the District's accountant to pay the annual SDA membership dues, agency fees and insurance premiums, as applicable, in a timely manner. The Board appoints the District's Manager to designate the proxy for the SDA Annual meeting for voting and quorum purposes.

29. The Board hereby opts to include elected or appointed officials as employees within the meaning of §8-40-202(1)(a)(I)(A), C.R.S., and hereby directs the District's Manager to obtain workers' compensation coverage for the District.

30. The Board hereby directs legal counsel to prepare the disclosure notice required by §32-1-809, C.R.S., and to disseminate the information to the electors of the District accordingly. Further, the Board hereby designates the following website as the District's official website for the purposes thereof: [www.wsdistricts.co/projects/central-marksheffel-metropolitan-district/](http://www.wsdistricts.co/projects/central-marksheffel-metropolitan-district/).

31. The Board hereby directs legal counsel to prepare and record with the County Clerk and Recorder updates to the disclosure statement notice and map required by §32-1-104.8, C.R.S., if additional property is included within the District's boundaries.

32. In accordance with §38-35-109.5(2), C.R.S, the District hereby designates the President of the Board as the official who shall record any instrument conveying title of real property to the District within thirty (30) days of any such conveyance.

33. The Board hereby affirms the adoption of the corporate seal in substantially the form appearing on the signature page of this resolution in accordance with §32-1-902, C.R.S., regardless of whether initially produced electronically or manually. The requirement of any District resolution, proceeding or other document to "affix" the District seal thereto, including for the purpose of satisfying any applicable State law, shall be satisfied by manual impression or print, facsimile reproduction or electronic reproduction or inclusion of the image of such seal. Without limiting the foregoing, any electronic production or reproduction of the image of the seal shall constitute an electronic record of information, as defined in the Uniform Electronic Transactions Act, and the Board hereby authorizes its use in accordance with the authority provided by §24-71.3-118, C.R.S.

34. The Board directs the District's Accountant to prepare and submit the documentation required by any continuing disclosure obligation signed in conjunction with the issuance of debt by the District.

35. The Board directs legal counsel to monitor, and inform the Board of, any legislative changes that may occur throughout the year.

***[Remainder of Page Intentionally Left Blank, Signature Page Follows]***

ADOPTED NOVEMBER 7<sup>TH</sup>, 2023.

(SEAL)

**DISTRICTS :**

**CENTRAL MARKSHEFFEL  
METROPOLITAN DISTRICT**, a quasi-  
municipal corporation and political subdivision of  
the State of Colorado

By: \_\_\_\_\_  
Officer of the Districts

Attest:

By: \_\_\_\_\_

APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON  
Attorneys at Law

\_\_\_\_\_  
General Counsel to the Districts

**CERTIFICATION OF RESOLUTION**

I hereby certify that the foregoing constitutes a true and correct copy of the resolution of the Board adopted at a meeting held on November 7<sup>th</sup>, 2023, at 119 N. Wahsatch Ave., Colorado Springs, CO 80903, and via teleconference.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 7<sup>th</sup> day of November, 2023.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name





## RE: 2024 Annual Engagement Letter

This agreement constitutes a Statement of Work (“SOW”) to the Original Service Agreement made by and between WSDM – District Managers and **Central Marksheffel Metropolitan District** (“the District”). This engagement letters serves as a renewal to the service provided or additional service to be provided as prescribed below.

### Management Services

1. Meeting and Reporting Services—WSDM will continue to provide in the following services:
  - (a) Coordinate Board meetings, prepare and distribute meeting agenda. Preparation, filing and posting of legal notices required in conjunction with the meeting.
  - (b) Ensure meeting notices are properly and timely posted.
  - (c) Contact Board members 72 hours prior to a scheduled meeting to ensure a quorum will be present. In the event of a cancelation of a meeting, contact and advise all parties of the cancelation and any changes to the meeting date, time and place, if available.
  - (d) Meeting packets will be distributed by U.S. Mail and/or email, as determined by the Board
  - (e) Prepare for and attend regular and special meetings of the Board.
  - (f) Draft, revise and finalize the minutes of the meeting and circulate for review and comment to ensure all statutory requirements have been met.
  - (g) Prepare and maintain a record of all Board members, consultants and vendors. Direct and oversee all service providers, consultants and employees.
  - (h) Prepare and make annual compliance filings (but not judicial filings) with the various State and County officials, as required. Coordinate review and approval of annual compliance filings with the attorney.
  - (i) Respond to inquiries made by various officials, property owners or consultants in a timely and professional manner.
  - (j) Set up and maintain the official records of the District and service as official custodian for same pursuant to the Colorado Open Records Act.
  - (k) Monitor requirements pertaining to HB 1343 (Illegal Aliens).
  - (l) Insurance administration, including evaluating risks, comparing coverage, process claims, completing applications, monitoring expiration dates, processing routine written and telephone correspondence. Ensure that all District contractors and subcontractors maintain required coverage for the District's benefit. Obtain quotes for insurance annually.
  
2. Elections—~~Service as a Designated Election Official for district elections with familiarity with various election laws, including, but not limited to the Special District Act, the Colorado Local Government Election Code, the Uniform Election~~



~~Code of 1992, to the extent not in conflict with the Colorado Local Government Election Code, and Article X, § 20 of the Colorado Constitution ("TABOR")~~

- ~~3. Construction Oversight—Extensive construction best management experience. Principals have funded and managed over \$100,000,000 in public infrastructure including roads, water, wastewater, electric, gas, telecommunications and stormwater facilities.~~
4. Website Administration – extensive experience with creating and updating District websites, specifically including the State Internet Portal Authority funded sites.  
\*Different district websites under current management website [www.wsdistricts.co](http://www.wsdistricts.co)
- ~~5. Employee management—management of full or part time employees including Operators in Responsible Control (ORC), field and operations employees, administrative employees, part time seasonal employees, Certified Pool Operators, etc. Maintain compliance with Human Resource aspects like; labor statutes, insurance, training, safety, etc. issues. Also, automated payroll services~~
- ~~6. Covenant enforcement and HOA style management—WSDM manages covenant enforcement services as staff and management of Architectural Control Committees including inspections, review of proposed improvements, management of fines, and other enforcement action.~~

### Accounting and bookkeeping

1. Standard Services— Our professional services include the following (with a Certified Public Accountant):
  - (a) Accounting
    1. Prepare monthly, quarterly and annual financial statements for inclusion in monthly meeting packets.
    2. Reconcile monthly bank statements and trustee statements.
    3. Coordinate bank account setup and maintenance of signature cards.
    4. Prepare and file Continuing Disclosure Notices with the Trustee and other required parties. Coordinate review with legal counsel.
    5. Coordinate capital project draws and requisitions.
    6. Reconcile bonds and other debt service payment obligations for accuracy and timely payments.
    7. Respond to bondholder and other interested parties' requests for financial information.
    8. Review all payments of claim prior to release to ensure funds are available.
    9. Monthly review of all expenditures and coordinate preparation and distribution of same with the manager for the District to prevent exceeding budgeted and appropriated expenditures.
  - (b) Accounts Payable
    1. Receive and review invoices for accuracy and appropriateness for payment. Code the invoices in accordance with the budgeted line item.
    2. Prepare issuance of checks to be presented to the Board for approval and signatures. The claims list should be included in the monthly meeting packets.
    3. Prepare funding requests, if required.
    4. Release checks to vendors when all approvals and funding have been received.

- (c) Accounts Receivable
  - 1. Process deposit of revenues.
  - 2. Process bank charges and other miscellaneous accounts receivable matters.
- (d) Financial Projections
  - 1. Multi-year forecasting.
  - 2. Utility consumption and water rate analysis.
  - 3. Commercial billing analysis and rate structure.
- (e) Budgets
  - 1. Prepare annual budget and budget message for approval by the Board and coordinate with legal counsel for same.
  - 2. Prepare or assist in the preparation of supplemental and/or amended budgets and accompanying documents, if required.
- (f) Audits
  - 1. Obtain proposals for conduct of audit for consideration at budget hearing meeting. Proposals should be included in the meeting packet.
  - 2. Coordinate and participate in audit bids, engagements, fieldwork and audit draft review.
  - 3. Assist the auditor in performing the annual audit, to accomplish timely completion and filing by statutory deadline.
- (g) Bonds
  - 1. Monitor and comply with Bond documents, State Statute, and Auditing requirements
  - 2. Transfer debt obligated funds to correct Reserve Funding accounts as applicable
  - 3. Coordinate principal and interest payments as required by the governing documents.
  - 4. Coordinate with Bond counsel to issue bonds as directed by the Board of Directors
  - 5. Coordinate the proper compliance filing including but not limited to the DLG-30, etc.
- ~~(h) Developer Reimbursements
 
  - 1. Monitor and comply with Developer Reimbursement agreements and Auditing requirements
  - 2. Coordinate principle and interest payments required by the Reimbursement agreement~~

**Billing and Collection**

- 1. ~~Standard Services—WSDM currently utilizes Continental Utility Solutions, Inc. (CUSI) billing software system. This system is compatible with the Automatic Meter Reading (AMR), Badger Beacon systems as well as state of the art integration with direct payment options (Customer Web Portals, ACH, and Credit Card). In addition:~~
  - ~~(a) Provide resolution of re-reads for meter reads, if necessary.~~
  - ~~(b) Customize billing system to download meter readings directly into accounting software to allow for automatic updates to customer accounts.~~
  - (c) Produce and transmit customer invoices to a mailing facility or perform the mailing in house, whichever is more economical.
  - (d) Process and make daily deposits of all receipts mailed directly to the billing company, as necessary.
  - ~~(e) Communicate with customers and transmit Automated Clearing House ("ACH") authorization forms allowing the District to initiate an ACH withdrawal of the customer bill directly from their checking or savings account. Initiate ACH batches using dual controls.~~
  - (f) Coordinate and provide correspondence regarding terminations, delinquencies, ~~payment plans and shut-off notices~~ in compliance with the District's collection policies

- and in coordination with the District's legal counsel.
- ~~(g) Process payoff requests from title company for closings and set up new ownership information.~~
- ~~(h) Collect transfer fee due upon the transfer of and account or property.~~
- ~~(i) Process payment arrangements for customers facing economic hardship at the direction of the Board.~~
- (j) Process and transmit delinquent notices.
- ~~(k) Process shutoff notices and direct the District's operator to proceed with shutoff.~~
- ~~(l) Certify delinquent accounts with the County, as applicable, in coordination with the District's legal counsel.~~
- (m) Coordinate processing of statements of liens with the District's legal counsel, and release of liens as account are paid current.
- (n) Respond to customer calls and inquiries in a timely and professional manner.
- ~~(o) Track tap fee payments.~~

**Customer Service**

We will continue to provide phone, email, ~~social media~~, and text messaging response to customer inquiries, questions, requests for information etc. As well we will continue utilizing our 24-emergency number and work with monitoring of security cameras as needed, etc.

**Rates**

\*Contract limit of **\$5,000/ monthly**

Thank you,

Kevin Walker,  
President of WSDM – District Managers

APPROVED AS SIGNED:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date