



**HIGH PLAINS RANCH METROPOLITAN DISTRICT**

Regular Board Meeting  
Tuesday, November 14, 2023, at 10:30AM  
119 N. Wahsatch Ave.  
Colorado Springs, Colorado 80903  
and

**Tele/videoconference**

<https://video.cloudoffice.avaya.com/join/551820189>

United States: +1 (213) 463-4500

**Access Code: 551-820-189**

<b>Board of Director</b>	<b>Title</b>	<b>Term</b>
Lindsay J Case	President	May 2025
Bryan T Long	Vice-President	May 2027
Randle W Case II	Treasurer/ Secretary	May 2025
Robert Case	Assistant Secretary	May 2027
Vacant	Assistant Secretary	May 2025

**AGENDA**

1. Call to Order
2. Declaration of Quorum/Director Qualifications/ Disclosure Matter
3. Approval of Agenda
4. Approval of November 15, 2022, Board Meeting Minutes (enclosure)
5. Managers’ Report
6. President’s Report
7. Development Status Review
  - a. Water Provider Status – Sage Water Users Agreement
  - b. Development Updates
  - c. Bond update
8. Financial Matters
  - a. Review and Approve Unaudited Financial Statements as of October 31, 2023 (enclosure)
  - b. Ratify approval for payables through November 14, 2023 (enclosure)
  - c. Public Hearing on 2023 Budget Amendment
    - i. Consider Adoption of Resolution Amending 2023 Budget (enclosure)
  - d. Public Hearing on 2024 Budget
    - i. Consider Adoption of Resolution Approving the 2024 Budget (enclosure)
9. Legal Matters
  - a. Review and Consider Approval of WSDM-District Managers Engagement Letter (enclosure)
  - b. Consider Approval of 2024 Renewal of Liability and Property Insurance
  - c. Discuss and Adopt the Meeting schedule for 2024
  - d. Consider Approval of 2024 Annual Administrative Resolution (enclosure)
  - e. Discuss Website Compliance and WCAG 2.1AA Requirements for ADA

10. Other Business

- a. Next Regular Meeting Date – December 12, 2023, at 10:30 AM

11. Adjourn

**NOTICE OF REGULAR MEETING**

NOTICE IS HEREBY GIVEN That the Board of Directors of **HIGH PLAINS RANCH METROPOLITAN DISTRICT**, County of El Paso, State of Colorado, will hold a regular meeting at 10:30 AM on Tuesday, the 14<sup>th</sup> day of November, 2023, at 119 North Wahsatch Ave. in Colorado Springs, Colorado, and via tele/videoconferencing at the following: <https://video.cloudoffice.avaya.com/join/551820189> or join by phone the following: United States: +1 (213) 463-4500 **Access Code:** 551-820-189 for the purpose of conducting such business as may come before the Board including the business on the attached agenda. The meeting is open to the public.

BY ORDER OF THE BOARD OF DIRECTORS:  
HIGH PLAINS RANCH METROPOLITAN DISTRICT





**MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HIGH PLAINS RANCH METROPOLITAN DISTRICT  
HELD NOVEMBER 15, 2022, AT 10:30 A.M.**

Pursuant to posted notice, the special meeting of the Board of Directors of the High Plains Ranch Metropolitan District was held on Tuesday, November 15, 2022, at 10:30 AM, at 119 N. Wahsatch Ave., Colorado Springs, CO 80903, and via video teleconference.

Attendance

In attendance were Directors:

Lindsay J. Case, President  
Bryan T. Long, Vice President  
Randle W. Case II, Secretary/Treasurer  
Robert Case, Asst. Secretary

Also in attendance were:

Kevin Walker, WSDM District Managers  
Rebecca Hardekopf, WSDM District Managers  
K. Sean Allen, Esq., White Bear Ankele Tanaka & Waldron  
Charlie Hagedorn

1. Call to Order: President Lindsay Case called the meeting to order at 10:30 AM.

2. Declaration of Quorum/Director Qualifications/ Disclosure Matter: President Lindsay Case confirmed a quorum of the Board was present. Mr. Allen advised the Board that, pursuant to Colorado law, certain disclosures might be required prior to taking official action at the meeting. Mr. Walker reported that disclosures for those directors that provided notice of potential or existing conflicts of interest were filed with the Secretary of State's Office and the Boards at least 72 hours prior to the meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Board. Mr. Walker inquired into whether members of the Board had any additional disclosures of potential or existing conflicts of interest with regard to any matters scheduled for discussion at the meeting. No additional disclosures were noted. The participation of the members present was necessary to obtain a quorum or to otherwise enable the Board to act.

3. Approval of the Agenda: Director Randle Case II moved to approve the Agenda as presented; seconded by Director Long. Motion passed unanimously.

4. Approval of September 13, 2022 Board Meeting Minutes: Ms. Hardekopf requested the Board postpone the approval due to an error with distributing the Minutes. Director Long moved to postpone the approval of the September 13, 2022 Board Meeting Minutes; seconded by Director Randle Case II. Motion passed unanimously.

5. Manager's Report

- a. Discuss Property Exclusion: Mr. Walker informed the Board there is no current action needed on this item.
- b. Davis Ranch Inclusion Update: Mr. Walker informed the Board there is no current action needed on this item.

6. President's Report: There was no discussion.

### 7. Development Status Review

- a. Water Provider Status – Sage Water Users Agreement: Director Randle Case II reported work is being done on finalizing a draft Amendment.
- b. Development Updates: Director Randle Case II discussed development updates and noted land use items are going through the County including the traffic impact statements, wastewater reports, and water arrangements are being updated with Mid Colorado Investments. Mr. Hagedorn commented that the overall interaction with Mid Colorado Investments with Sage Water Users remains positive and collaborative and the annual meeting went well. Director Randle Case II discussed the Saddlehorn subdivision and noted the project is moving forward with several homes and their water system is not yet finished. Mr. Walker reported Saddlehorn is waiting for a part to finish their water system, but the system will be fired up this week.
- c. Bond Update: Director Randle Case II discussed the bond markets and noted it is not financially feasible to pursue bonds at this time.

### 8. Financial Matters

- a. Review and Approve Unaudited Financial Statements as of October 31, 2022: Ms. Hardekopf presented the Unaudited Financial Statements as of October 31, 2022. Director Randle Case II moved to approve the Unaudited Financial Statements as of October 31, 2022 as presented; seconded by Director Long. Motion passed unanimously.
- b. Ratify Approval for Payables through November 15, 2022: Ms. Hardekopf presented the Payables through November 15, 2022. She noted the District needs a developer advance. Director Randle Case II moved to ratify approval for Payables through November 15, 2022 as presented; seconded by Director Long. Motion passed unanimously. President Lindsay Case confirmed the Board will obtain the developer advance this week.
- c. Public Hearing on 2022 Budget Amendment: Mr. Walker and Ms. Hardekopf confirmed the 2022 Budget Amendment is not necessary.
  - i. Consider Adoption of Resolution Amending 2022 Budget: There was no discussion.
- d. Public Hearing on 2023 Budget: President Lindsay Case opened the Public Hearing on the 2023 Budget. After no public comment, President Lindsay Case closed the Public Hearing.
  - i. Consider Adoption of Resolution Approving the 2023 Budget: After review, Director Long moved to adopt the Resolution Approving the 2023 Budget; seconded by Director Robert Case. Motion passed unanimously.

### 9. Legal Matters:

- a. Review and Consider Approval of WSDM-District Managers Engagement Letter: Ms. Hardekopf presented the WSDM District Managers Engagement Letter and noted a correction needed on the document. Director Long moved to approve the WSDM District Managers Engagement Letter with the presented amendment; seconded by Director Robert Case. Motion passed unanimously.
- b. Consider Approval of 2023 Renewal of Liability and Property Insurance: Ms. Hardekopf presented the 2023 Renewal of Liability and Property Insurance. Director Long moved to approve the 2023 Renewal of Liability and Property Insurance; seconded by Director Robert Case. Motion passed unanimously.
- c. Consider Approval of Resolution Calling May 2, 2023, Director Election: Ms. Hardekopf presented the Resolution Calling the May 2, 2023 Director Election. Director Long moved to

approve the Resolution Calling May 2, 2023 Director Election; seconded by Director Robert Case. Motion passed unanimously.

- d. Consider Approval of 2023 Annual Administrative Resolution: Ms. Hardekopf presented the 2023 Annual Administrative Resolution. Director Long moved to approve the 2023 Annual Administrative Resolution; seconded by Director Robert Case. Motion passed unanimously.

10. Other Business

- a. Next Regular Meeting Date – December 13, 2022, at 10:30 AM

11. Adjournment: Director Randle Case II moved to adjourn the meeting at 11:00 AM; seconded by Director Long. Motion passed unanimously.

Respectfully Submitted,  
WSDM District Managers

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By: Recording Secretary



# High Plains Ranch Metropolitan District

## PAYMENT REQUEST

11/14/2023

### GENERAL FUND ACCOUNT

Company	Invoice	Date	Amount this Dra	Comments
Colorado Special Districts Prop & Liab Pool	24PL-60907-0977	9/5/2023	\$ 1,941.00	
TCW Risk Management	13011	9/6/2023	\$ 595.00	
White Bear ankele Tanaka & Waldron	30255	9/30/2023	\$ 320.84	
White Bear ankele Tanaka & Waldron	30733	10/31/2023	\$ 640.63	
WSDM Managers	7691	9/30/2023	\$ 1,000.00	
WSDM Managers	7736	10/31/2023	\$ 1,000.00	
<b>TOTAL</b>			<b>\$ 5,497.47</b>	

\_\_\_\_\_, President  
HPRMD \$5,497.47

Eastern Colorado Bank Before Payables	\$ 1,600.49
Previous Payables	\$ (1,000.00)
Current Payables	\$ (5,497.47)
Amount Needed	<u>\$ (4,896.98)</u>





## High Plains Ranch Metropolitan District

**Balance Sheet**

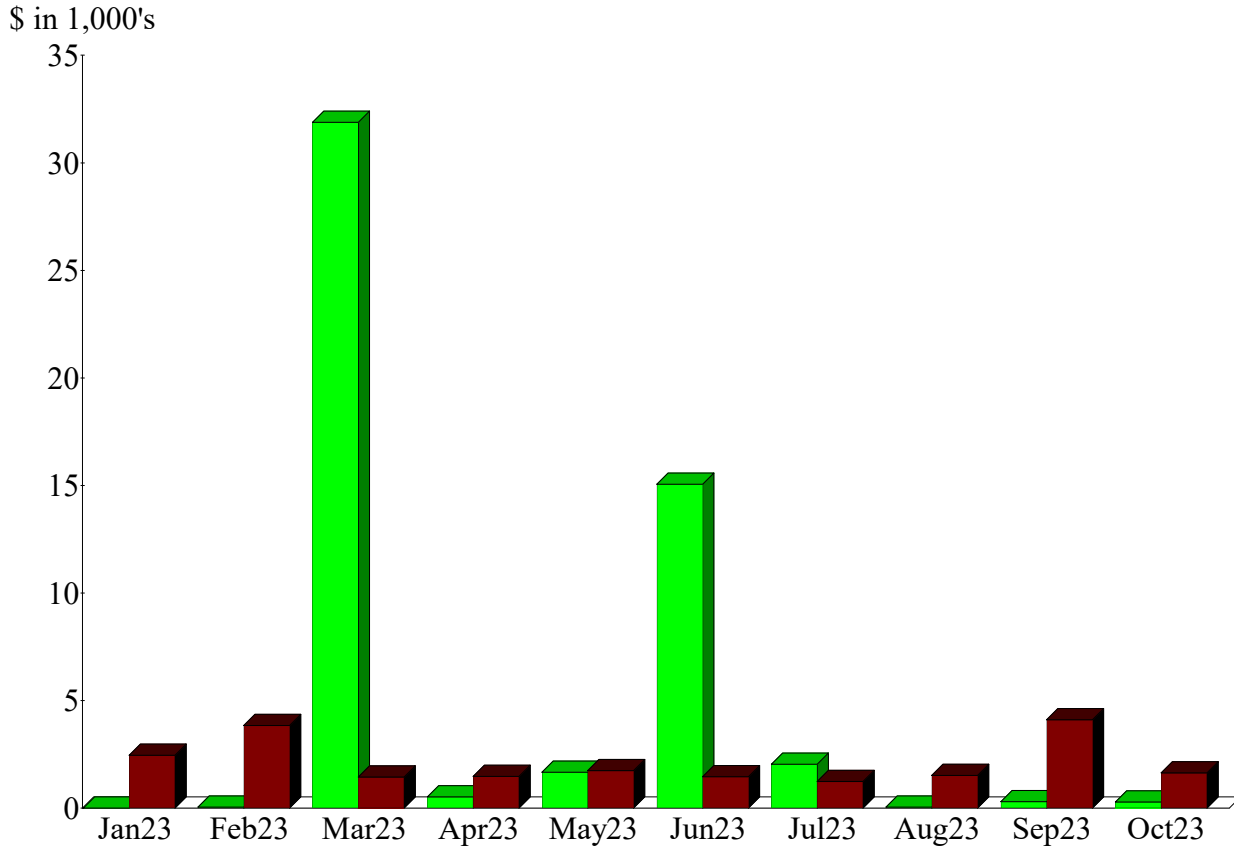
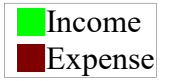
As of October 31, 2023

	<u>Oct 31, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
ECB - Checking	1,600.49
<b>Total Checking/Savings</b>	<u>1,600.49</u>
<b>Total Current Assets</b>	<u>1,600.49</u>
<b>TOTAL ASSETS</b>	<b><u>1,600.49</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	6,497.47
<b>Total Accounts Payable</b>	<u>6,497.47</u>
<b>Total Current Liabilities</b>	<u>6,497.47</u>
<b>Total Liabilities</b>	6,497.47
<b>Equity</b>	
Retained Earnings	-35,835.19
Net Income	30,938.21
<b>Total Equity</b>	<u>-4,896.98</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,600.49</u></b>

## High Plains Ranch Metropolitan District Profit & Loss Budget vs. Actual January through October 2023

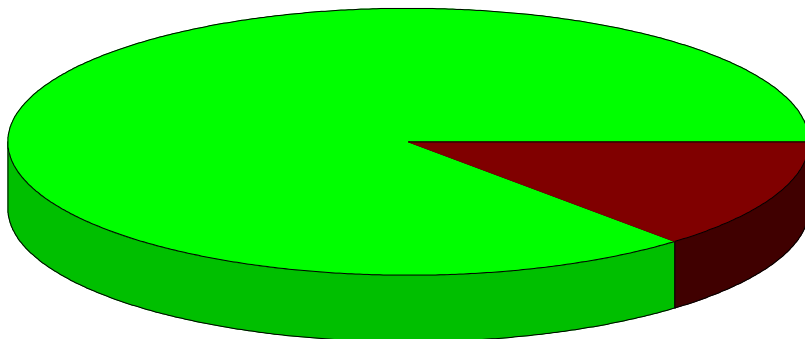
	TOTAL				
	Oct 23	Jan - Oct 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Taxes</b>					
Property Taxes - Debt	193.16	5,320.97	5,276.85	44.12	100.84%
Specific Ownership - Debt	46.63	408.16	369.38	38.78	110.5%
Delinquent Int - O&M	1.16	2.08			
Property Tax - O&M	38.63	1,064.14	1,055.31	8.83	100.84%
Specific Ownership O&M	9.33	81.64	73.87	7.77	110.52%
Delinquent Int - Debt	5.80	10.38			
<b>Total Taxes</b>	<u>294.71</u>	<u>6,887.37</u>	<u>6,775.41</u>	<u>111.96</u>	<u>101.65%</u>
Developer Advance	0.00	45,000.00	70,000.00	-25,000.00	64.29%
<b>Total Income</b>	<u>294.71</u>	<u>51,887.37</u>	<u>76,775.41</u>	<u>-24,888.04</u>	<u>67.58%</u>
<b>Expense</b>					
Audit	0.00	0.00	1,500.00	-1,500.00	0.0%
Bank Service Charge	0.00	0.00	100.00	-100.00	0.0%
<b>Bond Expense</b>					
Cost of Issuance	0.00	0.00	250,000.00	-250,000.00	0.0%
Underwriters Fee	0.00	0.00	382,061.00	-382,061.00	0.0%
<b>Total Bond Expense</b>	<u>0.00</u>	<u>0.00</u>	<u>632,061.00</u>	<u>-632,061.00</u>	<u>0.0%</u>
Contingency	0.00	0.00	10,000.00	-10,000.00	0.0%
Copies, Postage, Reimbursements	0.00	86.97	100.00	-13.03	86.97%
District Management	1,000.00	10,000.00	36,000.00	-26,000.00	27.78%
Dues & Subscriptions (SDA)	0.00	1,237.50	500.00	737.50	247.5%
Election	0.00	1,234.10			
Insurance	0.00	3,236.00	3,000.00	236.00	107.87%
Legal	640.63	5,227.42	25,000.00	-19,772.58	20.91%
Professional Services	0.00	-168.00			
Treasurers Fee - Debt	2.98	79.31	79.15	0.16	100.2%
Treasurers Fee - O&M	0.60	15.86	15.83	0.03	100.19%
<b>Total Expense</b>	<u>1,644.21</u>	<u>20,949.16</u>	<u>708,355.98</u>	<u>-687,406.82</u>	<u>2.96%</u>
<b>Net Ordinary Income</b>	<u>-1,349.50</u>	<u>30,938.21</u>	<u>-631,580.57</u>	<u>662,518.78</u>	<u>-4.9%</u>
<b>Net Income</b>	<u><u>-1,349.50</u></u>	<u><u>30,938.21</u></u>	<u><u>-631,580.57</u></u>	<u><u>662,518.78</u></u>	<u><u>-4.9%</u></u>

Income and Expense by Month  
January through October 2023



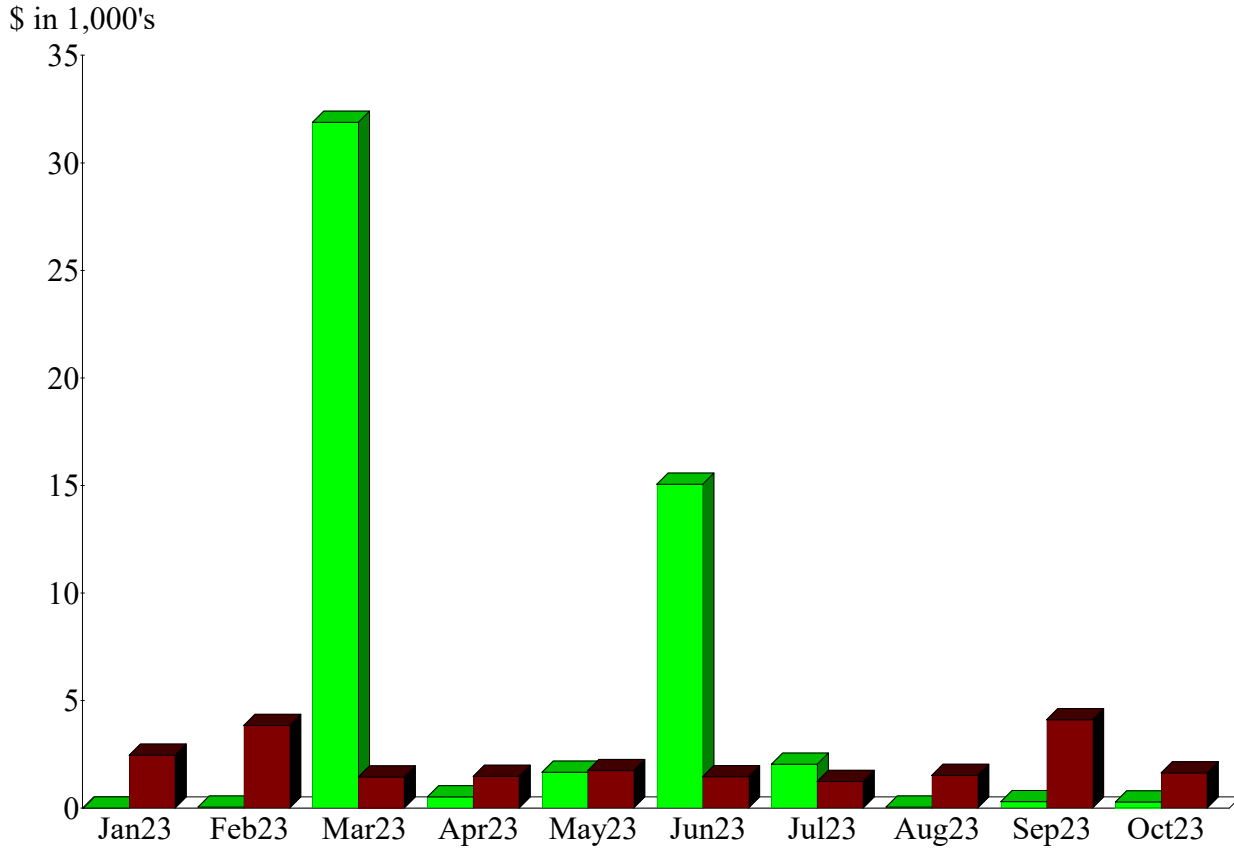
Income Summary  
January through October 2023

Developer Advance	86.73%
Taxes	13.27
Total	\$51,887.37



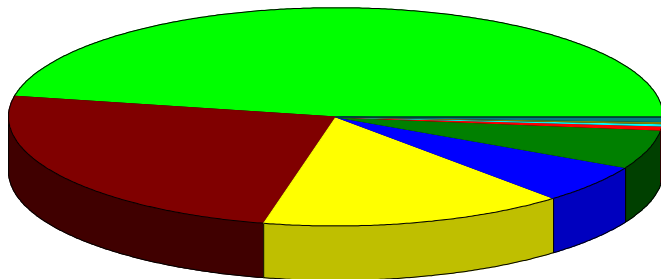
By Account

Income and Expense by Month  
January through October 2023



Expense Summary  
January through October 2023

District Management	47.35%
Legal	24.75
Insurance	15.32
Dues & Subscriptions (SDA)	5.86
Election	5.84
Professional Services	\$-168.00
Copies, Postage, Reimbursements	0.41
Treasurers Fee - Debt	0.38
Treasurers Fee - O&M	0.08
Sub-Total	\$20,949.16



By Account



**HIGH PLAINS RANCH METROPOLITAN DISTRICT  
RESOLUTION TO AMEND 2023 BUDGET**

WHEREAS, the Board of Directors of High Plains Ranch 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	\$ _____
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	\$ _____
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 14<sup>TH</sup>, 2023.

**DISTRICT:**

**HIGH PLAINS RANCH 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  
HIGH PLAINS RANCH 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 14<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 14<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 High Plains Ranch Metropolitan District (the “**Board**”), El Paso County, Colorado (the “**District**”), held a regular meeting, via teleconference on November 14<sup>th</sup>, 2023, at the hour of 10:30 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 14<sup>TH</sup>, 2023.

**DISTRICT:**

**HIGH PLAINS RANCH 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  
HIGH PLAINS RANCH 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 14<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 14<sup>th</sup> day of November, 2023.

\_\_\_\_\_

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

**HIGH PLAINS RANCH METRO DISTRICT  
2023 AMENDED BUDGET AND 2024 BUDGET  
GENERAL FUND**

	2022	2023	2023	2023	2024
	ACTUAL	ACTUAL	PROJECTED	BUDGET	BUDGET
		9/26/2023			
<b>GENERAL FUND BEGINNING BALANCE</b>	\$ 15,226	\$ (5,919)	\$ (5,919)	\$ 5,110	\$ 15,136
<b>REVENUES</b>					
PROPERTY TAXES	\$ 619	\$ 986	\$ 1,055	\$ 1,055	\$ 1,246
SPECIFIC OWNERSHIP TAXES	\$ 64	\$ 62	\$ 74	\$ 74	\$ 87
DELINQUENT INTEREST					
DEVELOPER ADVANCES	\$ 7,492	\$ 45,000	\$ 45,000	\$ 70,000	\$ 45,000
OTHER					
TOTAL REVENUES	\$ 8,175	\$ 46,048	\$ 46,129	\$ 71,129	\$ 46,333
TOTAL OF BALANCE AND REVENUES	\$ 23,401	\$ 40,129	\$ 40,210	\$ 76,239	\$ 61,469
<b>EXPENDITURES</b>					
AUDIT	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500
ELECTION	\$ 1,067	\$ 1,234	\$ 1,234		\$ -
LEGAL SERVICES	\$ 6,903	\$ 4,098	\$ 7,500	\$ 25,000	\$ 25,000
MANAGEMENT	\$ 11,550	\$ 8,000	\$ 12,000	\$ 36,000	\$ 12,000
DUES AND SUBSCRIPTIONS	\$ 424	\$ 1,238	\$ 1,238	\$ 500	\$ 1,300
INSURANCE	\$ 2,886	\$ 700	\$ 2,986	\$ 3,000	\$ 3,000
TREASURERS FEE	\$ 9	\$ 15	\$ 16	\$ 16	\$ 19
BANK FEES				\$ 100	\$ 100
WATER SYSTEM ASSESSMENT	\$ 6,080				
CONTINGENCY	\$ 260			\$ 10,000	\$ 10,000
POSTAGE AND DELIVERY FEES	\$ 141	\$ 89	\$ 100	\$ 100	
TOTAL EXPENDITURES	\$ 29,320	\$ 15,374	\$ 25,074	\$ 76,216	\$ 52,919
<b>ENDING FUND BALANCE</b>	\$ (5,919)	\$ 24,755	\$ 15,136	\$ 23	\$ 8,550
EMERGENCY RESERVE 3%	\$ 880	\$ 461			\$ 1,588
ASSESSED VALUATION	\$ 55,610	\$ 94,800	\$ 94,800	\$ 94,800	\$ 111,900
MILL LEVY	11.132	11.1320	11.1320	11.1320	11.1320

DRAFT



**HIGH PLAINS RANCH METRO DISTRICT  
2023 AMENDED BUDGET AND 2024 BUDGET  
DEBT SERVICE FUND**

	2022 ACTUAL	2023 ACTUAL <i>9/26/2023</i>	2023 PROJECTED	2023 BUDGET	2024 BUDGET
<b>DEBT SERVICE FUND BEGINNING BALANCE</b>	\$ 4,035	\$ 7,406	\$ 7,406	\$ 8,542	\$ 12,574
SERIES 2021:REVENUE				\$ -	\$ -
REVENUE SERIES 2022 A BOND	\$ -		\$ -	\$ 9,751,859	\$ 9,751,859
REVENUE SERIES 2022 B(3) BOND	\$ -		\$ -	\$ 6,248,141	\$ 6,248,141
PROPERTY TAX	\$ 3,095	\$ 4,931	\$ 5,277	\$ 5,277	\$ 6,229
SPECIFIC OWNERSHIP TAX	\$ 322	\$ 311	\$ 369	\$ 369	\$ 436
DELINQUENT INTEREST	\$ -			\$ -	\$ -
TRANSFERS IN FROM OPERATING ACCOUNT				\$ -	\$ -
INTEREST INCOME				\$ -	\$ -
TOTAL INFLOWS & REVENUES	\$ 7,452	\$ 12,648	\$ 13,052	\$ 16,005,646	\$ 16,006,665
TRANSFER TO CAPITAL PROJECT FUND	\$ -			\$ 12,919,874	\$ 12,919,874
TRANSFER TO CAPITALIZED INTEREST FUI	\$ -			\$ 1,537,206	\$ 1,537,206
TRANSFER TO DEBT SERVICE RESERVE FU	\$ -			\$ 910,859	\$ 910,859
OTHER COST OF ISSUANCES	\$ -			\$ 250,000	\$ 250,000
UNDERWRITERS DISCOUNT	\$ -			\$ 382,061	\$ 382,061
TREASURERS FEE	\$ 46	\$ 74	\$ 79	\$ 79	\$ 93
BANK CHARGE	\$ -				
TOTAL OUTFLOWS	\$ 46	\$ 74	\$ 79	\$ 16,000,079	\$ 16,000,093
<b>ENDING BALANCE</b>	<b>\$ 7,406</b>	<b>\$ 12,574</b>	<b>\$ 12,973</b>	<b>\$ 14,109</b>	<b>\$ 19,145</b>
ASSESSED VALUATION	\$ 55,610	\$ 94,800	\$ 94,800	\$ 94,800	\$ 111,900
MILL LEVY	55.6630	55.6630	55.6630	55.6630	55.6630
TOTAL MILL LEVY	66.7950	66.7950	66.7950	66.7950	66.7950

DRAFT





## 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 **High Plains Ranch 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 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 (DEO) for district elections with familiarity with various 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 – we may provide extensive construction management. Our current 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 – continue extensive experience with creating and updating the District websites, specifically including the State Internet Portal Authority funded sites (SIPA). Or continue hosting the district website under [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 CCR Management – WSDM will continue to provide the following services:
  - a. Management of Architectural Control Committees or Design Review Committees, including, but not limited to, coordination of meetings and preparation of meetings.
  - b. Community inspections and review of proposed improvements or architectural requests.
  - c. Provide enforcement of the recorded CCRs (Covenant, Conditions, and Restrictions) and Design Guidelines including, but not limited to, violation tracking and imposition of fines.
7. Insurance – WSDM will continue to be the liaison for the annual insurance renewal and payment, as well coordination for any insurance claims, as needed, and complete the annual insurance audit to ensure the district is properly covered.

### **Accounting and bookkeeping**

1. Standard Service – WSDM will continue to provide the following services (with a Certified Public Accountant):
  - a. Accounting:
    - i. Prepare monthly, quarterly and annual financial statements for the monthly meeting packets.
    - ii. Reconcile bank statements and trustee statements on a monthly basis.
    - iii. Coordinate bank account setup and maintenance of signature cards.
    - iv. Prepare and file Continuing Disclosure Notices with the Trustee and other required parties. Coordinate review with legal counsel.
    - v. Coordinate capital project draws and requisitions.

- vi. Prepare and review all payments of claims prior to release to ensure funds are available.
  - vii. Monthly review of all expenditures and coordinate preparation and distribution of same with the manager for the District to monitor the district is on track with the budget and appropriated expenditures.
- b. Accounts Payable:
- i. Receive and review invoices for accuracy and appropriateness for payment. Code the invoices in accordance with the budgeted line item.
  - ii. Prepare issuance of checks (or virtual checks) to be presented to the Board for approval and signatures. The claims (Payables) list will be included in the monthly meeting packets.
  - iii. Prepare funding requests, if required.
  - iv. Release checks to vendors when all approvals and funding have been received.
- c. Accounts Receivable:
- i. Process deposit of revenues
  - ii. Process bank charges and other miscellaneous accounts receivable matters.
- d. Financial Projections:
- i. Provide multi-year forecasting on Board request
  - ii. Provide a Utility consumption versus rate analysis, and possible water loss calculations
  - iii. Provide commercial billing and rate structure analysis.
- e. Budgets:
- i. Prepare annual budget and budget message for approval by the Board and coordinate with legal counsel for same.
  - ii. Prepare or assist in the preparation of supplemental and/or amended budgets and accompanying documents, if required.
  - iii. Prepare and assist in the compliance of filing the annual Budget, or amendment, as needed.
- f. Audits:
- i. Obtain proposals for conducting the annual audit for consideration at budget hearing meeting. Proposals should be included in the meeting packet.
  - ii. Coordinate and participate in audit bids, engagements, fieldwork and audit draft review.
  - iii. Assist the auditor in performing the annual audit, to accomplish timely completion and filing by statutory deadline.
  - iv. Help present the Annual Audit for approval by the Board to be file din compliance with State, local, and federal requirements.
- g. Bonds:
- i. Monitor and comply with Bond documents, State Statute, and Auditing requirements
  - ii. Transfer debt obligated funds to correct Reserve Funding accounts as applicable
  - iii. Coordinate principal and interest payments as required by the governing documents.
  - iv. Coordinate with Bond counsel to issue bonds as directed by the Board of Directors

- v. Coordinate the proper compliance filing including but not limited to the DLG-30, etc.
- h. Developer Reimbursements/ Advances:
  - i. Coordinate with Developers to ensure all advances are received, tracked, or accounted for to fund the district as needed.
  - ii. Monitor and comply with Developer Reimbursement agreements and Auditing requirements
  - iii. Coordinate principal and interest payments required by the Reimbursement agreement

## **Billing and Collections**

1. Standard Services—WSDM will continue to utilize the Continental Utility Solutions, Inc. (CUSI) billing software system for the residents, BILL billing software, or QuickBooks billing software.
  - a. CUSI 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).
2. Additional Standard Services will include:
  - ~~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 and coordinate with the Water Operator to provide installation of a new Tap for water utility.~~

**Customer Service**

1. WSDM will continue to provide customer service support by phone, email, social media, and text messaging, and fax to help all customers with their inquires, questions, or request for information.
2. WSDM will continue to provide access to a 24-hour emergency number at 719-447-4840.
3. WSDM will continue to collaborate with security teams and monitory any security camera's as needed.
4. All customer inquires will have a response to them within 1 hour during regular business hours or immediately the following business day, if not an emergency.

**Hourly Rates**

WSDM will continue to provide all applicable services as listed to the District at a monthly cost or not to exceed contractual monthly limit of **\$1,000 / month.**

Principal	\$225.00
Senior Manager	\$180.00
Senior Accountant (CPA)	\$190.00
Assistant Manager	\$150.00
Bookkeeper	\$ 75.00
Administrative/ Supporting Staff	\$ 50.00

Thank you,



Kevin Walker,  
President of WSDM

APPROVED AS SIGNED:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date





**HIGH PLAINS RANCH METROPOLITAN DISTRICT  
ANNUAL ADMINISTRATIVE RESOLUTION  
(2024)**

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WHEREAS, High Plains Ranch 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 Manager 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 the District's Manager 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 Manager 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:

President/Treasurer:	Lindsay J. Case
Vice-President:	Bryan T. Long
Treasurer/Secretary:	Randle W. Case II
Assistant Secretary:	Robert 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 District

Manager 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 District Manager 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 <http://wsdistricts.co/projects/high-plains-ranch-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 in 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 second Tuesday of each month as needed, at 10:30 A.M. 119 N. Wahsatch Ave., Colorado Springs, Colorado, 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 [REDACTED] by telephone, electronic, or 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 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: <http://wsdistricts.co/projects/high-plains-ranch-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 14TH, 2023.

(SEAL)

**DISTRICT:**

**HIGH PLAINS RANCH 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 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 14<sup>th</sup>, 2023, at 119 N Wahsatch Ave., Colorado Springs, CO, and via teleconference.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 14th day of November, 2023.

\_\_\_\_\_  
Signature

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