

**CHEYENNE CREEK METROPOLITAN PARK & WATER DISTRICT
NOTICE OF SPECIAL BOARD MEETING AND AGENDA**

Wednesday, December 4, 2024, at 4:00 PM (MST)

This meeting will be held via in-person and teleconferencing and can be joined through the directions below:

At 614 N Tejon St, Colorado Springs, CO 80903

- AND -

Please join meeting from your computer, tablet or smartphone.

<https://video.cloudoffice.avaya.com/join/584991550>

You can also dial in using your phone.

United States: [+1 \(213\) 463-4500](tel:+12134634500)

Access Code: 584-991-550

Public Invited to Attend

Board of Director	Title	Term Expiration
Matt Grage	President	May 2027
Val Schoenherr	Secretary/ Treasurer	May 2025
Gordon Loux	Director	May 2025
Debbie Van Ness	Director	May 2027
Roger Peyton	Director	May 2027

AGENDA

- 1. Call to Order**
- 2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures**
- 3. Approval of Agenda**
- 4. Review and Consider Approval of Board Meeting Minutes from November 29, 2023 (enclosed)**
- 5. Conduct Public Hearing on 2024 Budget Amendment and 2025 Budget Adoption**
 - a. Review and Consider a Resolution to adopt the 2024 Budget Amendment and 2025 Budget (enclosed)
- 6. Legal Matters**
 - a. Discuss 2025 Meeting Dates
 - b. Review and consider approval of WSDM Engagement letter (enclosure)
 - c. Review and consider approval of the Resolution Calling the May 6, 2025 Election (enclosure)
 - d. Review and consider Resolution to apply for 2024 Audit Exemption (enclosure)
- 7. Public Comment**
- 8. Other Business**
- 9. Adjourn**





**MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE
CHEYENNE CREEK METROPOLITAN PARK & WATER DISTRICT
HELD NOVEMBER 29, 2023, AT 5:30 PM**

Pursuant to posted notice, the special meeting of the Board of Directors (the “Board”) of the Cheyenne Creek Metropolitan Park and Water District (the “District”) was held on Wednesday, November 29, 2023, at 5:30 PM, at 614 N. Tejon St., Colorado Springs, Colorado 80903, and via electronic means and telephone conference call.

Attendance:

In attendance were Directors:

Matt Grage, President
Val Schoenherr, Secretary/Treasurer
Gordon Loux, Director
Debbie Van Ness, Director (Excused)
Roger Peyton, Director (Excused)

Also in attendance were:

Kevin Walker, WSDM
Rebecca Harris, WSDM

1. Call to Order: President Grage called the meeting to order at 5:33 p.m.
2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures: President Grage confirmed that a quorum was present. No disclosures were made.
3. Approval of Agenda: The Board approved the Agenda as presented.
4. Review and Consider Approval of Board Meeting Minutes from May 16, 2023: After review, President Grage moved to approve the May 16, 2023 Minutes; seconded by Director Schoenherr. Motion passed unanimously.
5. Conduct Public Hearing on 2023 Budget Amendment and 2024 Budget Adoption: Director Schoenherr opened the public hearing on the 2024 Budget; seconded by President Grage. Motion passed unanimously. After no public comment, the public hearing was closed.
 - a. Review and Consider a Resolution to adopt the 2023 Budget Amendment and 2024 Budget: Mr. Walker presented the 2024 Budget. Mr. Walker discussed new legislation that reduces the property tax revenue. After review, President Grage moved to approve the 2024 Budget; seconded by Director Schoenherr. Motion passed unanimously.
6. Legal Matters:
 - a. Discuss 2024 Meeting Dates: The Board scheduled the 2024 Board Meeting for November 29, 2024 at 5:30 p.m.

- b. Review and consider approval of WSDM Engagement letter: After review, President Grage moved to approve the WSDM Engagement letter; seconded by Director Schoenherr. Motion passed unanimously.
 - c. Review and consider Resolution to apply for 2023 Audit Exemption: After review, Director Loux moved to adopt the Resolution to apply for 2023 Audit Exemption; seconded by Director Schoenherr. Motion passed unanimously.
 - d. Discuss Website Compliance and WCAG 2.1 AA Requirements for ADA Compliance: Ms. Harris discussed the new website requirements for ADA compliance and noted that WSDM is working on this item. Ms. Harris discussed the free website offered to the District by the State Internet Portal Authority (SIPA). After review, Director Schoenherr moved to approve the free website offered by SIPA; seconded by President Grage. Motion passed unanimously.
7. Public Comment: There was no public comment.
8. Other Business: Mr. Walker presented the Unaudited Financial Statements and Payables. After review, Director Schoenherr moved to approve the Unaudited Financial Statements and Payables as presented; seconded by Director Loux. Motion passed unanimously. The Board discussed reaching out to Directors Van Ness and Peyton regarding the scheduled 2024 Board meeting.
9. Adjourn: There being no further business to come before the Board at this time, the Board unanimously adjourned the meeting at 6:11 p.m.

Respectfully Submitted,
WSDM District Managers

By: Recording Secretary



**CHEYENNE CREEK METROPOLITAN PARK & WATER DISTRICT
RESOLUTION/ORDINANCE TO ADOPT 2025 BUDGET**

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE CHEYENNE CREEK METROPOLITAN PARK & WATER DISTRICT, A POLITICAL SUBDIVISION OF THE STATE OF COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2025, AND ENDING ON THE LAST DAY OF DECEMBER, 2025.

WHEREAS, the Board of Directors of the Cheyenne Creek Metropolitan Park & Water District has appointed WSDM- District Managers to prepare and submit a proposed budget to said governing body at the proper time;

WHEREAS, WSDM - District Managers has submitted a proposed budget to this governing body by October 15, 2025, for its consideration;

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on Wednesday, December 4, 2024, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget; and

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHEYENNE CREEK METROPOLITAN PARK & WATER DISTRICT, A POLITICAL SUBDIVISION OF THE STATE OF COLORADO:

Section 1. That estimated expenditures for each fund are as indicated on the attached Exhibit A.

Section 2. That estimated revenues for each fund are as indicated on the attached Exhibit A

Section 3. That the budget as submitted, amended and herein summarized by fund and attached as Exhibit A, hereby is approved and adopted as the budget of Cheyenne Creek Metropolitan Park & Water District for the year stated above.

Section 4. That the budget hereby approved and adopted shall be signed by the Chairman and board member and made a part of the public records of the District.

Adopted this 4th day of December, 2024.

CHEYENNE CREEK METROPOLITAN PARK & WATER DISTRICT
BOARD OF DIRECTORS

By: _____
Matt Grage, President

ATTEST: _____
Val Schoenherr, Sec/Treas

**CHEYENNE CREEK METROPOLITAN PARK & WATER DISTRICT
RESOLUTION/ORDINANCE TO SET MILL LEVIES
FOR THE YEAR 2025**

A RESOLUTION/ORDINANCE LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2025, TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR CHEYENNE CREEK METROPOLITAN PARK & WATER DISTRICT, A POLITICAL SUBDIVISION OF THE STATE OF COLORADO, FOR THE 2025 BUDGET YEAR.

WHEREAS, the Board of Directors of Cheyenne Creek Metropolitan Park & Water District has adopted the annual budget in accordance with the Local Government Budget Law on December 4, 2024;

WHEREAS, the amount of money necessary to balance the budget for general operating purposes is \$9,947.00.

WHEREAS, the amount of money necessary to balance the budget for bonds and interest is \$0;

WHEREAS, the amount of money to balance the budget pursuant to Sections 28-1-301 (1.2) and 28-1-302 (1.5) for capital expenditures is \$0; and

WHEREAS, the 2024 valuation for Cheyenne Creek Metropolitan Park & Water District is _____ for assessment for Cheyenne Creek Metropolitan Park & Water District as certified by the County Assessor

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHEYENNE CREEK METROPOLITAN PARK & WATER DISTRICT, A POLITICAL SUBDIVISION OF THE STATE OF COLORADO:

Section 1. That for the purpose of meeting all general operating expenses of Cheyenne Creek Metropolitan Park & Water District during the 2025 budget year, there is hereby levied a tax of 6.11212 mills with a Temporary property Mill Levy Rate Reduction of 5.61212 resulting in a levy of .5 NET mill upon each dollar of the total valuation for assessment of all taxable property within the District for the year 2024.

Section 2. That for the purpose of meeting all bonds and interest of Cheyenne Creek Metropolitan Park & Water District during the 2025 budget year, there is hereby levied a tax of -0- mills on each dollar of the total valuation for assessment of all taxable property within the District for the year 2024.

Section 3. That for the purpose of meeting approved capital expenditures of Cheyenne Creek Metropolitan Park & Water District during the 2025 budget year, there is hereby levied a tax of -0- mills upon each dollar of the total valuation for assessment within the District for the year 2024.

Section 4. That the Chairman and board member are hereby authorized and directed to immediately certify to the County Commissioners of El Paso County, Colorado, the mill levies for Cheyenne Creek Metropolitan Park & Water District as hereinabove determined and set.

ADOPTED this 4th day of December, 2024.

CHEYENNE CREEK METROPOLITAN PARK & WATER DISTRICT
BOARD OF DIRECTORS

By: _____
Matt Grage, President

ATTEST: _____
Val Schoenherr, Sec/Treas

**CHEYENNE CREEK METROPOLITAN PARK & WATER
DISTRICT RESOLUTION TO APPROPRIATE SUMS OF MONEY
2025 BUDGET YEAR**

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNT AND FOR THE PURPOSES AS SET FORTH BELOW, FOR THE CHEYENNE CREEK METROPOLITAN PARK & WATER DISTRICT, A POLITICAL SUBDIVISION OF THE STATE OF COLORADO, FOR THE 2025 BUDGET YEAR.

WHEREAS, the Board of Directors has adopted the budget in accordance with the budget law on December 4, 2024, and

WHEREAS, the Board of Directors has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget; and

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below so as not to impair the operations of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHEYENNE CREEK METROPOLITAN PARK & WATER DISTRICT, A POLITICAL SUBDIVISION OF THE STATE OF COLORADO:

That the following sums as set forth in the attached budget are hereby appropriated from the revenue of each fund, to each fund for the purposes stated: (see attached budget).

ADOPTED THIS 4th DAY OF DECEMBER, 2024

CHEYENNE CREEK METROPOLITAN PARK & WATER DISTRICT
BOARD OF DIRECTORS

By: _____
Matt Grage, President

ATTEST: _____
Val Schoenherr, Sec/Treas

**CHEYENNE CREEK METRO PARK & WATER DISTRICT
2025 BUDGET
GENERAL FUND**

	2023	2024	2024	2025
	ACTUAL	ACTUAL	BUDGET	BUDGET
GENERAL FUND BEGINNING BALANCE	\$ 32,841	\$ 42,777	\$ 42,777	\$ 48,708
REVENUES				
PROPERTY TAXES	\$ 5,297	\$ 6,279	\$ 6,091	\$ 6,448
SPECIFIC OWNERSHIP TAXES	\$ 571	\$ 450	\$ 609	\$ 645
DELINQUENT INTEREST	\$ 30	\$ 23		
ABATEMENTS & OMMITTED	\$ -		\$ -	
STATE DISTRIBUTION	\$ 5,674	\$ 1,415	\$ -	
INTEREST INCOME	\$ 6,226	\$ 5,990	\$ 500	
TOTAL REVENUES	\$ 17,797	\$ 14,157	\$ 7,200	\$ 7,092
TOTAL OF BALANCE AND REVENUES	\$ 50,638	\$ 56,935	\$ 49,977	\$ 55,801
EXPENDITURES				
ACCOUNTING/MANAGEMENT	\$ 6,356	\$ 4,600	\$ 6,000	\$ 6,000
BOARD MEETING	\$ 411		\$ 1,000	\$ 1,000
DUES AND SUBSCRIPTIONS			\$ -	
ELECTION	\$ 74		\$ -	\$ 5,000
INSURANCE	\$ 590	\$ 600	\$ 650	\$ 650
LEGAL SERVICES			\$ 1,000	\$ 1,000
OFFICE / POSTAGE	\$ 350		\$ 200	\$ 200
UTILITIES		\$ 193		
TREASURERS FEE	\$ 80	\$ 95	\$ 91	\$ 97
CONTINGENCY			\$ 1,000	\$ 1,000
TOTAL EXPENDITURES	\$ 7,861	\$ 5,488	\$ 9,941	\$ 14,947
ENDING FUND BALANCE	\$ 42,777	\$ 51,446	\$ 40,036	\$ 40,854
EMERGENCY RESERVE 3%	\$ 236		\$ 298	\$ 448
ASSESSSED VALUATION	\$ 11,162,400	\$ 12,181,690	\$ 12,181,690	\$ 12,895,110
MILL LEVY	0.5	0.5	0.5	0.5

DRAFT



WSDM – District Managers
614 N Tejon St
Colorado Springs Colorado
Phone: (719) 447-1777
Fax: (719) 867-4013
Website: wsdistricts.co



CHEYENNE CREEK METROPOLITAN PARK & WATER DISTRICT

Re: Management Contract 2025

Dear sir/madame:

We are pleased to present this continued management services agreement for the Cheyenne Creek Metropolitan Park & Water District “the District”. By signing below the District accepts this engagement for ongoing Management Services.

Scope of Services-

We will engage in the day-to-day management of the District at the direction of its board of directors. Specifically, we will undertake those areas of responsibility listed in “Exhibit A.” We will perform these services in the most professional and efficient manner possible, per the scope of services “Exhibit B”.

Service fee-

Based upon the scope or work for the District, we will provide all the applicable services for a monthly fee \$500 per month. This sum represents our best estimate of the number of hours of work required for the management of the District. We will invoice for our services on a monthly basis, and they will be due within 30 days of invoice. Invoices 60 days or older will accumulate 1% financing charges compounded monthly.

Hourly Rates

Principal	\$ 225.00
Senior Manager	\$ 180.00
Senior Accountant	\$ 190.00
Assistant Manager	\$ 150.00
Bookkeeper	\$ 75.00
Administrative/ Supporting Staff	\$ 50.00
Website Administration	\$ 50.00
<i>*Closing request fee – collected at the closing from title company</i>	<i>\$ 100.00</i>

Disclosure

From time to time during our discussions with potential new clients we may be asked to provide a dossier regarding our services. We would love to be able to mention our work for you. Please let us know if you would like for us to not disclose our services to the District.

Renewal/ Termination

This agreement shall be for one year in duration effective on 01/01/2025. If either WSDM or the District wishes to terminate the management agreement, 30 days of notice shall be provided in writing. In the event that no notice is provided by either party this agreement shall renew automatically for 1 year. Should any adjustments be needed regarding any portion of this agreement, we will consult with you and formalize those changes in writing.

- Signature page to follow -

Thank you for the opportunity. Please contact us if you have any questions about our engagement.

Respectfully,

Approved:

Rebecca Harris, President/ CEO

Matt Grage, Board President

Date: _____

Date: _____

EXHIBIT - A

Designation of WSDM responsibilities

	WSDM	Legal	Other
<u>Board Meetings</u>			
Meeting Agenda	X		
Meeting Support Materials	X		
Board Meeting Posting/Notice	X		
Meeting Minutes	X		
Annual posting of Meetings	X		
Annual Set of Resolutions		X	
(Admin, notice, online, fees, budget, CORA, election, etc.)			
Filing Conflicts		X	
<u>Budgets</u>			
Budget Hearing Advertisement		X	
Draft Budget Distributed	X		
Annual State Reporting	X	X	
Mill Levy Certification	X	X	
<u>Legal Notices</u>			
Drafting		X	
Review/Approval		X	
Record		X	
Inclusions/Exclusions Process	X	X	
<u>Elections</u>			
		X	
<u>Reporting</u>			
Budget Development and Filing	X	X	
Debt notice	X		
Quinquennial Finding	X		
Annual Report – County/ City	X		
Annual Report - State	X		
Annual Map Filing	X		
Transparency Notice (SDA, etc.)	X		
Non-rated Public Securities Report	X		
Agent Address/Notification	X		
Unclaimed Property Report	X		
<u>Insurance</u>			
Renewal	X		
<u>Finance/ Bookkeeping</u>			

General Accounting Services	X		
Budget Reporting and Management	X		
Accounts Payable/Receivable	X		
Audit/Audit Exemption	X		
Monthly Financial Reporting	X		
Bond issue support	X	X	
Bank Relationships	X		
Bond Continuing Disclosure Report	X	X	

Billing Services

Regular Billing	NA		
Collections	NA		
Maintain/publish Fees and charges	X	X	

Covenant Enforcement

Enforcement of Violations	NA		
Customer Service	NA		
Collections	NA		
Reviews of plans	NA		

Customer Service

Point of Contact	X		
Website Management	X		

EXHIBIT - B

SCOPE OF SERVICES:

Management Services

1. Meeting and Reporting Services – WSDM will 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 – extensive experience with creating and updating the District websites, specifically including the State Internet Portal Authority funded sites (SIPA). Or hosting the district website under 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 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 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.
8. Inclusion/ Exclusions of Property – WSDM will provide, assistance with Legal Counsel, to coordinate any property inclusions into the District Boundaries or any property exclusions out of the District Boundaries. Determine property eligibility, present to the Board for approval, and file with proper local governing body.

Accounting and bookkeeping

1. Standard Service – WSDM will 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 email 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 paid by the Board for monthly disbursement.
 - 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. Conservation Trust Fund (Greater outdoor of Colorado - GoCo Funds) Management and associated compliance reporting.
 - g. 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 filed in compliance with State, local, and federal requirements.
 - v. Submit application to state requesting exemption from audit.
 - h. 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.
- i. 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 may implement billing with either of two potential billing software systems for the residents, BILL billing software, or QuickBooks billing software—as seen applicable.
 - 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).
 - b. CINC system is compatible with direct payment options, customer account tracking, violation processing, and bank access.
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 an 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 accounts 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 may provide customer service support by phone, email, social media, text messaging, and fax to help all customers with their inquiries, questions, or request for information.
2. WSDM will provide access to a 24-hour emergency number at 719-447-4840.
3. WSDM will collaborate with security teams and monitor any security camera's as needed.
4. All customer inquiries will have a response to them within 1 hour during regular business hours or immediately the following business day, if not an emergency.



ELECTION RESOLUTION FOR 2025 REGULAR DISTRICT ELECTION
CHEYENNE CREEK METROPOLITAN PARK & WATER DISTRICT

WHEREAS, the terms of office of Directors Val Schoenherr and Gordon Loux shall expire after their successors are elected at the regular special District election to be held on May 6, 2025 (“Election”) and take office; and

WHEREAS, in accordance with the provisions of the Special District Act (“Act”) and the Uniform Election Code of 1992 (“Code”), and the Election must be conducted to elect 2 Directors to serve for a term of four (4) years; and

NOW, THEREFORE, be it resolved by the Board of Directors of the Cheyenne Creek Metropolitan Park & Water District in the County of El Paso, State of Colorado that:

1. The regular election of the eligible electors of the District shall be held on May 6, 2025, between the hours of 7:00 A.M. and 7:00 P.M. pursuant to and in accordance with the Act, Code, and other applicable laws. At the time, 3 Directors will be elected to serve a four-year term.

2. The Election shall be conducted as a mail ballot election in accordance with all relevant provisions of the Code. The Designated Election Official shall notify the Colorado Secretary of State of the District’s determination and submit a Plan for conducting the mail ballot Election, which may be based on the standard plan adopted by the Secretary of State. There shall be no election precinct or polling place. All mail ballots shall be returned to the Designated Election Official’s office.

3. The Board of Directors hereby designate _____ as the Designated Election Official of the District, who is hereby authorized and directed to proceed with any action necessary or appropriate to effectuate the provisions of this Resolution and the Act, Code, TABOR or other applicable laws. The Election shall be conducted in accordance with the Act, Code, TABOR and other applicable laws. Among other matters, the Designated Election Official shall publish the call for nominations, appoint election judges as necessary, appoint the Canvass Board, arrange for the required notices of election, and printing of ballots, and direct that all other appropriate actions be accomplished.

4. Applications for mail-in ballots may be filed with the Designated Election Official at _____, no later than the close of business on the 7th day prior to the election (Monday, April 21, 2025), if the mail-in ballot is to be mailed to the elector, or until the close of business on the Friday immediately preceding the election (Friday, May 9, 2025), if the mail-in ballot will not be mailed to the elector.

5. Self-Nomination and Acceptance forms are available at the Designated Election Official's office located at the above address. All candidates must file a Self-Nomination and Acceptance form with the Designated Election Official no later than the close of business (time: 5:00 p.m.) on Friday, February 28, 2025.

6. If the only matter before the electors is the election of Directors of the District and if, at the close of business on Friday, February 28, 2025, there are not more candidates than offices to be filled at the Election, including candidates timely filing affidavits of intent no later than March 3, 2025, the Designated Election Official shall cancel the Election and declare the candidates elected. Notice of such cancellation shall be published and posted in accordance with the Code.

7. If any part or provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution, it being the Board's intention that the various provisions hereof are severable.

8. Any and all actions previously taken by the Designated Election Official or the Secretary of the Board of Directors or any other persons acting on their behalf pursuant to the Act, the Code or other applicable laws, are hereby ratified and confirmed.

9. All acts, orders, and resolutions, or parts thereof, of the Board which are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict.

10. The provisions of this Resolution shall take effect immediately.

ADOPTED AND APPROVED this December 4, 2024.

WOODMEN ROAD METROPOLITAN
DISTRICT

By _____
President

ATTEST:

By _____
Secretary



**CHEYENNE CREEK METROPOLITAN PARK & WATER DISTRICT
RESOLUTION FOR EXEMPTION FROM AUDIT**

A RESOLUTION APPROVING AN EXEMPTION FROM AUDIT FOR FISCAL YEAR 2024 FOR THE CHEYENNE CREEK METROPOLITAN PARK & WATER DISTRICT, EL PASO COUNTY, COLORADO.

WHEREAS, the Board of Directors wishes to claim exemption from the audit requirements of Section 29-1-603, C.R.S.; and

WHEREAS, Section 29-1-604 C.R.S. states that any local government where neither revenue nor expenditures exceeds \$750,000, may with the approval of the state auditor, be exempt from the provisions of Section 29-1-603 C.R.S.; and

WHEREAS, neither revenues nor expenditures exceeded \$750,000 for fiscal year 2024;

WHEREAS, an application for exemption from audit has been prepared by District Management who is skilled in government accounting; and

WHEREAS, said application for exemption from audit has been completed in accordance with regulations issued by the state auditor.

NOW THEREFORE, be it resolved by the Cheyenne Creek Metropolitan Park & Water District that the application for exemption from audit for the fiscal year ending December 31, 2024 has been reviewed and is hereby approved by a majority of the Board of Directors and that those Directors have signified their approval by signing below and that this Resolutions shall be attached to and become a part of the application for exemption from audit for the fiscal year ended December 31, 2024.

Adopted this 4th day of December 2024.

DIRECTORS:

Matt Grage

Val Schoenherr

Gordon Loux

Debbie Van Ness

Roger Peyton