



HIGH PLAINS RANCH METROPOLITAN DISTRICT

Regular Board Meeting
Tuesday, November 12, 2024, at 10:30 AM
119 N. Wahsatch Ave.
Colorado Springs, Colorado 80903
and

Tele/videoconference

<https://video.cloudoffice.avaya.com/join/134390614>

United States: +1 (213) 463-4500

Access Code: 134-390-614

Board of Director	Title	Term
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 14, 2023, 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, 2024 (enclosure)
 - b. Ratify approval for payables through November 12, 2024 (enclosure)
 - c. Public Hearing on 2025 Budget
 - i. Consider Adoption of Resolution Approving the 2025 Budget and Certifying Mill Levies (enclosure)
9. Legal Matters
 - a. Review and Consider Approval of WSDM-District Managers Engagement Letter (enclosure)
 - b. Discuss and Adopt the Meeting scheduled for 2025
 - c. Consider Approval of 2025 Annual Administrative Resolution (enclosure)
 - d. Consider Approval of Resolution Adopting Digital Accessibility Policy (enclosed)
 - e. Review and consider approval of Resolution Calling the May 6, 2025, Director Election (enclosure)Other Business

10. Next Regular Meeting Date – May 13, 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 12th day of November, 2024, at 119 North Wahsatch Ave. in Colorado Springs, Colorado, and via tele/videoconferencing at the following: or join by phone the following: United States: <https://video.cloudoffice.avaya.com/join/134390614> +1 (213) 463-4500 **Access Code:** 134-390-614 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 REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HIGH PLAINS RANCH METROPOLITAN DISTRICT
HELD NOVEMBER 14, 2023, AT 10:30 A.M.**

Pursuant to posted notice, the regular meeting of the Board of Directors of the High Plains Ranch Metropolitan District was held on Tuesday, November 14, 2023, 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 (Excused)
Bryan T. Long, Vice President
Randle W. Case II, Secretary/Treasurer
Robert Case, Asst. Secretary

Also in attendance were:

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

1. Call to Order: Director Long called the meeting to order at 10:39 AM.

2. Declaration of Quorum/Director Qualifications/ Disclosure Matter: Director Long confirmed a quorum of the Board was present with President Lindsay Case excused. Mr. Allen advised the Board that, pursuant to Colorado law, certain disclosures might be required prior to taking official action at the meeting. Ms. Harris 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. Ms. Harris 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 Robert Case moved to approve the Agenda as presented; seconded by Director Randle Case II. Motion passed unanimously.

4. Approval of November 15, 2022 Board Meeting Minutes: After review, Director Robert Case moved to approve the November 15, 2022 Minutes as presented; seconded by Director Randle Case II. Motion passed unanimously.

5. Manager's Report: Mr. Walker provided an update on the water system upgrades and noted that work is moving forward and going very well.

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

7. Development Status Review

- a. Water Provider Status – Sage Water Users Agreement: Director Randle Case II provided an update on the Sage Water Users Agreement and noted they are preparing to pursue land use approvals with the County.
- b. Development Updates: Director Randle Case II provided an update on development in the area.
- c. Bond Update: Director Randle Case II provided a bond update and noted the bond market is still difficult.

8. Financial Matters

- a. Review and Approve Unaudited Financial Statements as of October 31, 2023: Ms. Harris presented the Unaudited Financial Statements as of October 31, 2023. Director Randle Case II moved to approve the Unaudited Financial Statements as presented; seconded by Director Robert Case. Motion passed unanimously.
- b. Ratify approval for payables through November 14, 2023: Ms. Harris presented the payables through November 14, 2023 and noted a developer advance is needed. After review, Director Randle Case II moved to approve the payables through November 14, 2023; seconded by Director Robert Case. Motion passed unanimously.
- c. Public Hearing on 2023 Budget Amendment: Director Robert Case moved to open the public hearing on the 2023 Budget Amendment and 2024 Budget; seconded by Director Randle Case II. Motion passed unanimously. After no public comment, the public hearing was closed.
 - i. Consider Adoption of Resolution Amending 2023 Budget: Director Randle Case II moved to adopt the Resolution Amending 2023 Budget and Resolution Approving the 2024 Budget; seconded by Director Robert Case. Motion passed unanimously.
- d. Public Hearing on 2024 Budget: Director Robert Case moved to open the public hearing on the 2023 Budget Amendment and 2024 Budget; seconded by Director Randle Case II. Motion passed unanimously. After no public comment, the public hearing was closed.
 - i. Consider Adoption of Resolution Approving the 2024 Budget: Director Randle Case II moved to adopt the Resolution Amending 2023 Budget and Resolution Approving the 2024 Budget; seconded by Director Robert Case. Motion passed unanimously.

9. Legal Matters:

- a. Review and Consider Approval of WSDM-District Managers Engagement Letter: After review, Director Randle Case II moved to approve the WSDM – District Managers Engagement Letter; seconded by Director Robert Case. Motion passed unanimously.
- b. Consider Approval of 2024 Renewal of Liability and Property Insurance: After review, Director Randle Case II moved to approve the 2024 Renewal of Liability and Property Insurance; seconded by Director Robert Case. Motion passed unanimously.
- c. Discuss and Adopt the Meeting schedule for 2024: The Board scheduled 2024 meetings for the second Tuesday of June and November at 10:30 a.m.
- d. Consider Approval of 2024 Annual Administrative Resolution: After review, Director Randle Case II moved to approve the 2024 Annual Administrative Resolution and appoint Bryan Long as President, Robert Case as Vice President, and Lindsay Case as Assistant Secretary; seconded by Director Robert Case. Motion passed unanimously.
- e. Discuss Website Compliance and WCAG 2.1AA Requirements for ADA: Ms. Harris informed the Board of new ADA requirements for websites that will go into effect in July 2024 and noted that WSDM is currently working on this item.

10. Other Business

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

11. Adjourn: Director Randle Case II moved to adjourn the meeting at 11:10 a.m.; seconded by Director Robert Case. Motion passed unanimously.

Respectfully Submitted,
WSDM District Managers

By: Recording Secretary



**MINUTES OF THE ANNUAL MEETING
OF THE BOARD OF DIRECTORS OF THE
HIGH PLAINS RANCH METROPOLITAN DISTRICT
HELD NOVEMBER 14, 2023, AT 10:30 A.M.**

Pursuant to §32-1-903(6), C.R.S., the annual meeting of the Board of Directors of the High Plains Ranch Metropolitan District was held on Tuesday, November 14, 2023, at 10:30 a.m., at 119 N Wahsatch Ave, Colorado Springs, CO, 80903 and virtually via video teleconference.

Attendance

In attendance were Directors:

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

Also in attendance were:

Rebecca Harris, WSDM
Kevin Walker, WSDM
K. Sean Allen, Esq., White Bear Ankele Tanaka & Waldron

1. Call to Order: Ms. Harris called the meeting to order at 10:32 a.m.
2. Current Public Infrastructure Projects: Ms. Harris noted that there are no planned public infrastructure projects.
3. Current Bond Status: Ms. Harris provided a presentation on the current bond status.
4. Review Current Year to Last Month Unaudited Financial Statements: Ms. Harris presented a review of the current unaudited financial statements.
5. Open Floor for Questions: There was no public comment.
6. Adjourn: The meeting was adjourned at 10:35 a.m.

Respectfully Submitted,

Secretary



9:47 AM

11/08/24

Accrual Basis

High Plains Ranch Metropolitan District

Balance Sheet

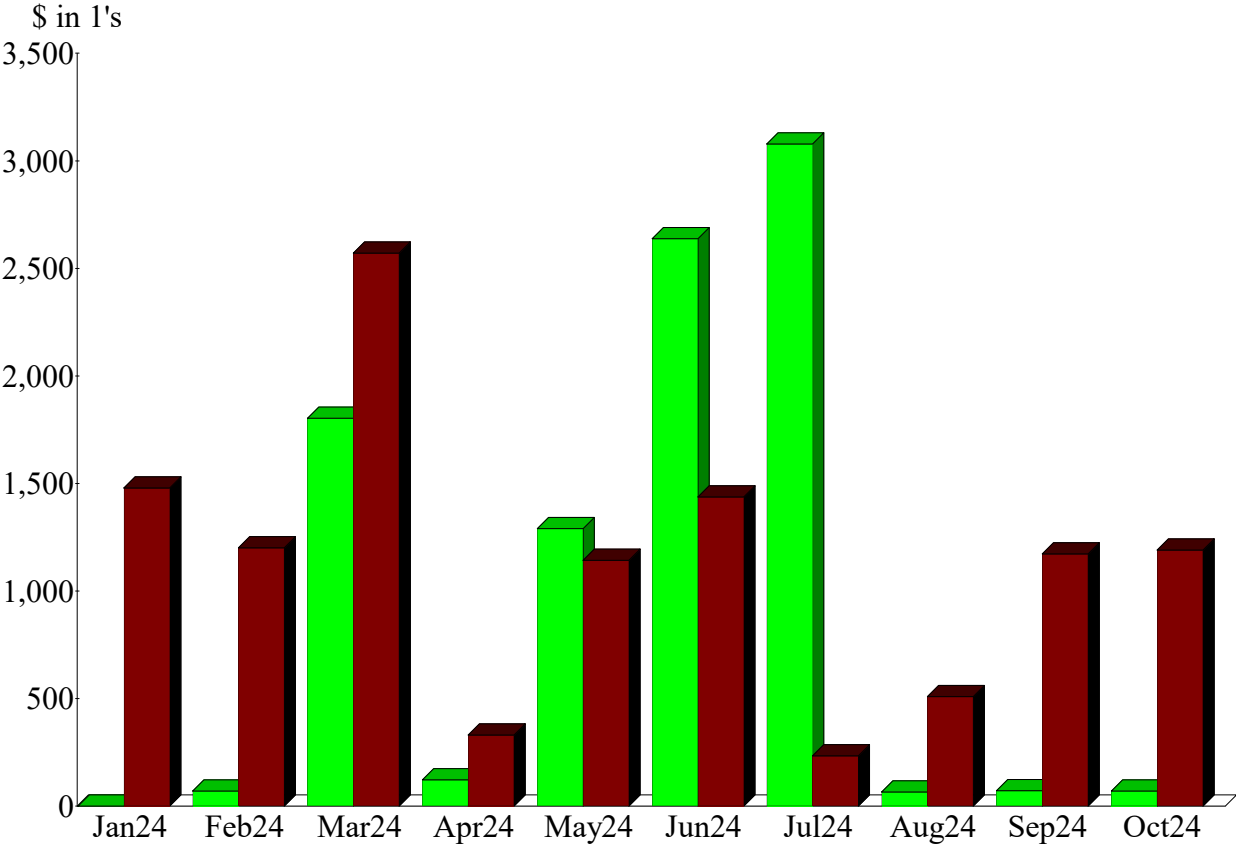
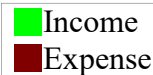
As of October 31, 2024

	Oct 31, 24
ASSETS	
Current Assets	
Checking/Savings	
ECB - Checking	7,613.02
Total Checking/Savings	7,613.02
Total Current Assets	7,613.02
TOTAL ASSETS	7,613.02
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	16,465.20
Total Accounts Payable	16,465.20
Total Current Liabilities	16,465.20
Total Liabilities	16,465.20
Equity	
Retained Earnings	-6,795.74
Net Income	-2,056.44
Total Equity	-8,852.18
TOTAL LIABILITIES & EQUITY	7,613.02

High Plains Ranch Metropolitan District
Profit & Loss Budget vs. Actual
January through October 2024

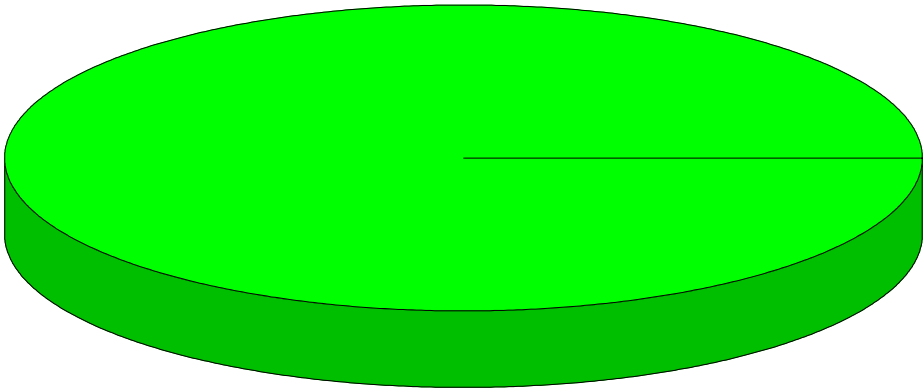
	TOTAL				
	Oct 24	Jan - Oct 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
Taxes					
Property Taxes - Debt	0.00	7,179.17	7,150.00	29.17	100.41%
Specific Ownership - Debt	59.04	450.56	501.00	-50.44	89.93%
Property Tax - O&M	0.00	1,435.75	1,430.00	5.75	100.4%
Specific Ownership O&M	11.81	147.84	100.00	47.84	147.84%
Total Taxes	70.85	9,213.32	9,181.00	32.32	100.35%
Developer Advance	0.00	0.00	45,000.00	-45,000.00	0.0%
Total Income	70.85	9,213.32	54,181.00	-44,967.68	17.01%
Expense					
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%
Bond Expense					
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%
Total Bond Expense	0.00	0.00	632,061.00	-632,061.00	0.0%
Contingency	0.00	0.00	10,000.00	-10,000.00	0.0%
Copies, Postage, Reimbursements	0.00	9.16			
District Management	1,000.00	3,700.00	12,000.00	-8,300.00	30.83%
Dues & Subscriptions (SDA)	0.00	1,237.50	1,300.00	-62.50	95.19%
Insurance	0.00	0.00	3,000.00	-3,000.00	0.0%
Legal	191.16	6,193.86	25,000.00	-18,806.14	24.78%
Treasurers Fee - Debt	0.00	107.70	107.00	0.70	100.65%
Treasurers Fee - O&M	0.00	21.54	21.00	0.54	102.57%
Total Expense	1,191.16	11,269.76	685,089.00	-673,819.24	1.65%
Net Ordinary Income	-1,120.31	-2,056.44	-630,908.00	628,851.56	0.33%
Net Income	-1,120.31	-2,056.44	-630,908.00	628,851.56	0.33%

Income and Expense by Month
January through October 2024



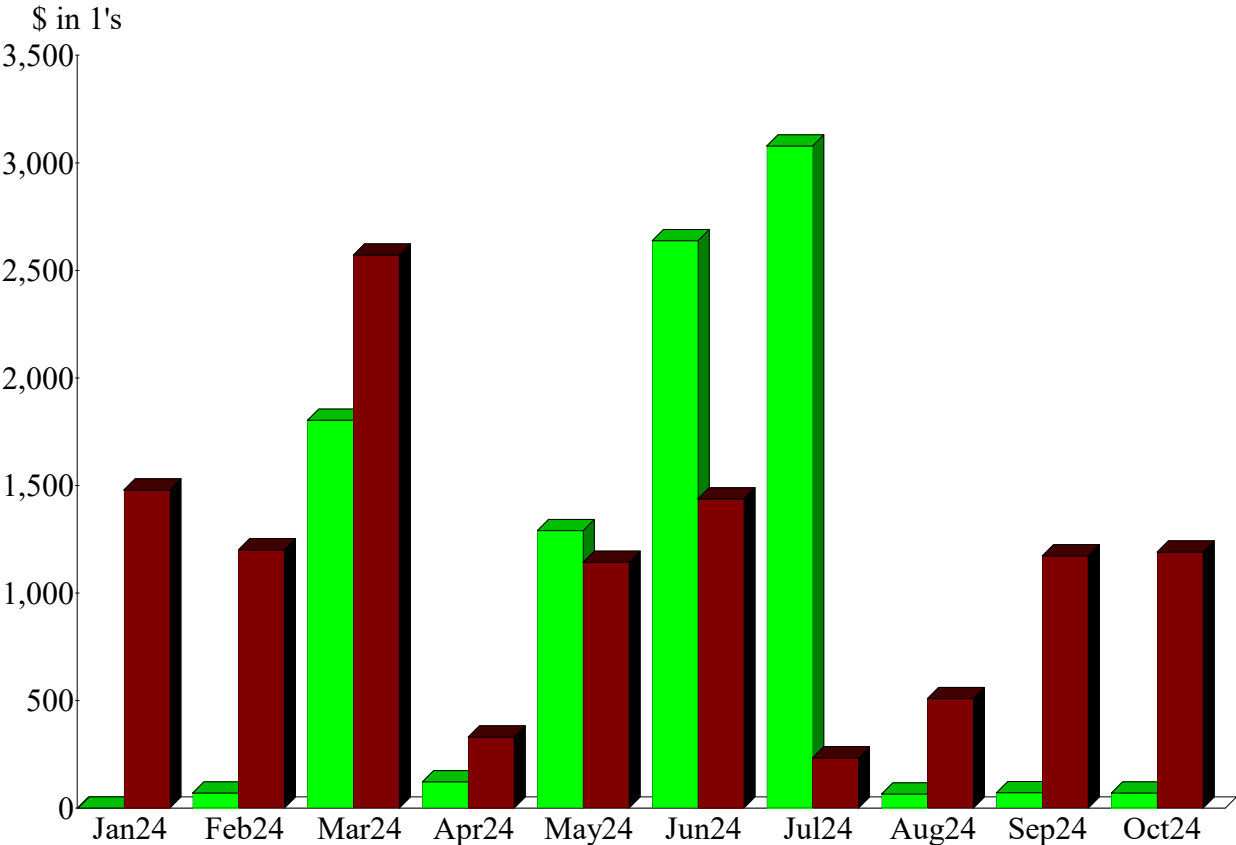
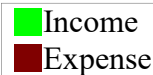
Income Summary
January through October 2024

Taxes	100.00%
Total	\$9,213.32



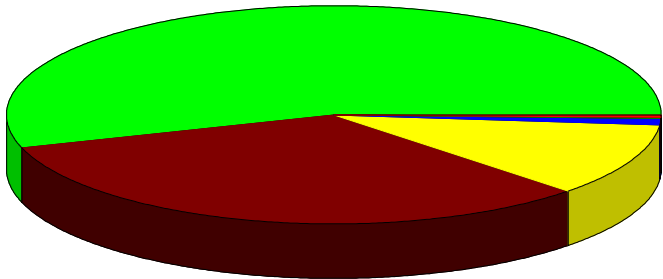
By Account

Income and Expense by Month
January through October 2024



Expense Summary
January through October 2024

Legal	54.96%
District Management	32.83
Dues & Subscriptions (SDA)	10.98
Treasurers Fee - Debt	0.96
Treasurers Fee - O&M	0.19
Copies, Postage, Reimbursements	0.08
Total	\$11,269.76



By Account



High Plains Ranch Metropolitan District

PAYMENT REQUEST

10/18/2024

GENERAL FUND ACCOUNT

Company	Invoice	Date	Amount	Comments
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	
White Bear ankele Tanaka & Waldron	31190	11/30/2023	\$ 1,140.85	
White Bear ankele Tanaka & Waldron	31660	12/31/2023	\$ 558.61	
White Bear ankele Tanaka & Waldron	32932	1/31/2024	\$ 1,132.63	
White Bear ankele Tanaka & Waldron	33440	2/29/2024	\$ 807.19	
White Bear ankele Tanaka & Waldron	33956	3/31/2024	\$ 463.06	
White Bear ankele Tanaka & Waldron	34844	4/30/2024	\$ 217.31	
White Bear ankele Tanaka & Waldron	34980	5/31/2024	\$ 1,012.70	
White Bear ankele Tanaka & Waldron	35494	6/30/2024	\$ 892.78	
White Bear ankele Tanaka & Waldron	35980	7/31/2024	\$ 188.60	
White Bear ankele Tanaka & Waldron	36462	8/31/2024	\$ 396.68	
WSDM Managers	7652	8/31/2023	\$ 337.50	
WSDM Managers	7691	9/30/2023	\$ 731.25	
WSDM Managers	7736	10/31/2023	\$ 562.50	
WSDM Managers	7776	11/30/2024	\$ 675.00	
WSDM Managers	7816	12/31/2024	\$ 1,000.00	
WSDM Managers	7858	1/31/2024	\$ 346.66	
WSDM Managers	7904	2/29/2024	\$ 393.75	
WSDM Managers	7950	3/31/2024	\$ 843.75	
WSDM Managers	7990	4/30/2024	\$ 112.50	
WSDM Managers	8032	5/31/2024	\$ 112.50	
WSDM Managers	8074	6/30/2024	\$ 506.25	
WSDM Managers	323	7/31/2024	\$ -	
WSDM Managers	378	8/31/2024	\$ 112.50	
WSDM Managers	420	9/30/2024	\$ 281.25	
TOTAL			\$ 14,382.29	

_____, President
HPRMD

Eastern Colorado Bank Before Payables	\$ 7,613.02
Payables due	\$ (14,382.29)
Amount Needed	<u>\$ (6,769.27)</u>



**HIGH PLAINS RANCH METRO DISTRICT
2025 BUDGET
GENERAL FUND**

	2023	2024	2024	2024	2025
	ACTUAL	ACTUAL	PROJECTED	BUDGET	BUDGET
GENERAL FUND BEGINNING BALANCE	\$ (5,919)	\$ 19,385	\$ 19,385	\$ 15,136	\$ 22,448
REVENUES					
PROPERTY TAXES	\$ 1,064	\$ 1,436	\$ 1,436	\$ 1,430	\$ 1,588
SPECIFIC OWNERSHIP TAXES	\$ 108	\$ 136	\$ 136	\$ 100	\$ 111
DELINQUENT INTEREST	\$ 2				
DEVELOPER ADVANCES	\$ 45,000		\$ 15,000	\$ 45,000	\$ 45,000
OTHER					
TOTAL REVENUES	\$ 46,174	\$ 1,572	\$ 16,572	\$ 46,530	\$ 46,699
TOTAL OF BALANCE AND REVENUES	\$ 40,255	\$ 20,957	\$ 35,957	\$ 61,666	\$ 69,147
EXPENDITURES					
AUDIT	\$ -			\$ 1,500	\$ 8,500
BANK FEES				\$ 100	
CONTINGENCY	\$ (168)			\$ 10,000	\$ 10,000
DUES AND SUBSCRIPTIONS	\$ 1,238	\$ 1,238	\$ 1,238	\$ 1,300	\$ 1,400
ELECTION	\$ 1,234			\$ -	
INSURANCE	\$ 3,236		\$ 3,000	\$ 3,000	\$ 3,200
LEGAL SERVICES	\$ 5,227	\$ 5,111	\$ 7,000	\$ 25,000	\$ 25,000
MANAGEMENT	\$ 10,000	\$ 8,000	\$ 2,250	\$ 12,000	\$ 12,000
POSTAGE AND DELIVERY FEES	\$ 87	\$ 9			
TREASURERS FEE	\$ 16	\$ 21	\$ 21	\$ 675	\$ 24
WATER SYSTEM ASSESSMENT					
TOTAL EXPENDITURES	\$ 20,870	\$ 14,379	\$ 13,509	\$ 53,575	\$ 60,124
ENDING FUND BALANCE	\$ 19,385	\$ 6,578	\$ 22,448	\$ 8,091	\$ 9,023
EMERGENCY RESERVE 3%	\$ 626	\$ 431	\$ 405	\$ 1,607	\$ 1,804
ASSESSED VALUATION	\$ 94,800	\$ 128,460	\$ 128,460	\$ 128,460	\$ 142,640
MILL LEVY	11.132	11.132	11.132	11.132	11.132

DRAFT

**HIGH PLAINS RANCH METRO DISTRICT
2025 BUDGET
DEBT SERVICE FUND**

	2023 ACTUAL	2024 ACTUAL	2024 PROJECTED	2024 BUDGET	2025 BUDGET
DEBT SERVICE FUND BEGINNING BALANCE	\$ 7,406	\$ 13,191	\$ 13,191	\$ 13,191	\$ 20,662
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	\$ 5,321	\$ 7,179	\$ 7,179	\$ 7,150	\$ 7,940
SPECIFIC OWNERSHIP TAX	\$ 541	\$ 392	\$ 400	\$ 501	\$ 556
DELINQUENT INTEREST	\$ 2			\$ -	
TRANSFERS IN FROM OPERATING ACCOUNT				\$ -	
INTEREST INCOME				\$ -	
TOTAL INFLOWS & REVENUES	<u>\$ 13,270</u>	<u>\$ 20,762</u>	<u>\$ 20,770</u>	<u>\$ 16,007,651</u>	<u>\$ 16,008,496</u>
TRANSFER TO CAPITAL PROJECT FUND				\$ 12,919,874	\$ 12,919,874
TRANSFER TO CAPITALIZED INTEREST FUND				\$ 1,537,206	\$ 1,537,206
TRANSFER TO DEBT SERVICE RESERVE FUND				\$ 910,859	\$ 910,859
OTHER COST OF ISSUANCES				\$ 250,000	\$ 250,000
UNDERWRITERS DISCOUNT				\$ 382,061	\$ 382,061
TREASURERS FEE	\$ 79	\$ 108	\$ 108	\$ 107	\$ 119
BANK CHARGE					
TOTAL OUTFLOWS	<u>\$ 79</u>	<u>\$ 108</u>	<u>\$ 108</u>	<u>\$ 16,000,107</u>	<u>\$ 16,000,119</u>
ENDING BALANCE	\$ 13,191	\$ 20,654	\$ 20,662	\$ 20,735	\$ 29,038
ASSESSED VALUATION	\$ 94,800	\$ 128,460	\$ 128,460	\$ 128,460	\$ 142,640
MILL LEVY	55.663	55.663	55.663	55.663	55.6630
TOTAL MILL LEVY	66.795	66.795	66.795	66.795	66.795

DRAFT

BUDGET MESSAGE
(Pursuant to § 29-1-103(1) (e), C.R.S.)

High Plains Ranch Metropolitan District

The attached 2025 Budget for High Plains Ranch Metropolitan District includes these important features:

- The primary sources of revenue for the district are tax revenues and developer advance funding

The Budgetary basis of accounting timing measurement method used is:

- ☐ Cash basis
- ☒ Modified accrual basis
- ☐ Encumbrance basis
- ☐ Accrual basis

The District uses funds to budget and report on the financial position and results of operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain governmental functions. The various funds determine the total District budget. All of the district's funds are considered Governmental Funds and are reported using the current financial resources and the modified accrual basis of accounting. Revenues are recognized when they are measurable and available. Revenues are considered available when they are collectible within the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures, other than the interest on long term obligations, are recorded when the liability is incurred or the long-term obligation is paid.

The services to be provided/ delivered during the budget year are the following:

- Contracted legal and management services including state required reporting, financial and accounting reports, billing and other services.
- Issue debt for the District



614 N. Tejon St
Colorado Springs, CO 80903
(719) 447-1777



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



HIGH PLAINS RANCH METROPOLITAN DISTRICT

Re: Management Contract 2025

Dear sir/madame:

We are pleased to present this continued management services agreement for the High Plains Ranch Metropolitan 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 of not to exceed \$1,000 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

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

High Plains Ranch Metropolitan District, 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		

Finance/ Bookkeeping

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.