

**MINUTES OF THE BOARD OF DIRECTORS  
COLORADO CENTRE METROPOLITAN DISTRICT  
REGULAR MEETING**

Thursday, September 22, 2022  
4770 Horizonview Drive  
Colorado Springs, CO 80925

Board Members Present:

Jackie McClintock	President, Chairman
Joan Lucia-Treese	Vice President
Cynthia Dixon	Treasurer
Michael Cantin	Secretary
Amanda Bandfield	Assistant Secretary/Treasurer

Also Present: Al Testa, Liz Stokes, Pedro Velazquez, David Lee, Louie Larimer, Becky Caddick

**I. Recurring Business**

A. Call to Order

Director McClintock called the meeting to order at 6:03 pm. Acknowledgment Notice and Consent to Regular Meeting - Entered with the minutes

B. Pledge of Allegiance

C. Roll Call

Amanda Banfield- Present  
Joan Lucia-Treese- Present  
Jackie McClintock- Present  
Cynthia Dixon- Present  
Determination of a Quorum – A Quorum was present

D. Approval and Appointment of new Director

**A motion was made by Director Lucia-Treese and seconded by Director Dixon to appoint Michael Cantin as the new Director/Secretary for Colorado Centre Metropolitan District. Upon a voice vote, the motion passed unanimously. Michael Cantin was then sworn in, effective immediately.**

E. Approval of the Minutes of the Regular Meeting of August 25, 2022

**A motion was made by Director Lucia-Treese and seconded by Director Bandfield to approve the minutes of the regular meeting of August 25, 2022. Upon a voice vote, the motion passed unanimously.**

F. Fire Department introduction and visit by Chief Royal

Dr Testa introduced CSFD Chief Randy Royal. Chief Royal thanked the board for taking the time to review the agreement and looks forward to answering any questions or concerns. He opened the floor to questions. Dr Testa gave summary of the discussions: CSFD would assume use of the CCMD Fire Station and will require improvements (added bunk room and drive through bay) in order to increase Fire staff from our current 2 to their standard 4. Chief Royal stated all CSFD trucks run with 4 employees- Officer, Driver, Paramedic, and Firefighter per shift, with a total of 16 employees needed to man the 3 rotating shifts. Director Cantin asked for the coverage borders. Chief Royal defined the borders as: Existing CCMD boundaries plus SE part of the city- south to Security Fire District, west: to CSFD Station 11 coverage area, north- city boundary outside of the Airforce base, east to Ellicott Fire Protection. Director Cantin asked if coverage would extend north past HWY 24. Chief Royal stated initially HWY 24 would be the northernmost border, however, an expected new station at HWY 94/HWY 24 in the 2024-2025 time period would then push that border south. Director Cantin inquired if the engine the district purchased for CSFD would be returned. Chief Royal stated, yes, or the Fire Station would be issued a brand-new engine. In addition, the existing CCMD engine and brush truck would remain here. Dr Testa stated decisions would have to be made timely in order to have the building improvements ready for an anticipated 01/01/2024 contract start date. Director McClintock stated she would like to schedule a special board meeting Oct 06, 2022, at 6pm for Board discussion after everyone has a chance to read the IGA.

**A motion was made by Director Lucia-Treese and seconded by Director Cantin to hold a Special Meeting on Oct 6, 2022, at 6pm for discussion of the CCMD Fire Station transferring to CSFD. Upon a voice vote, the motion passed unanimously.**

G. Review of District Finances

Mrs. Stokes presented the bank balances. Mrs. Stokes presented the budget comparison for the month of Aug. She reported that most everything is on track for 66% for revenue and expenses. The water capital fund and wastewater capital fund misc. revenue are high due to receiving the final payment on the land sale. Dr Testa pointed out that water usage revenue is at 167% due to the sale of construction water, which will be talked about later in the meeting. Mrs. Stokes presented the accounts payable. There were no questions or comments from the Board.

H. Approval of Payments

**A motion was made by Director Lucia-Treese and seconded by Director Bandfield to approve the list of accounts payable as presented. After a voice vote, the motion passed unanimously.**

## **II. General Business Items**

### **A. Board's Time**

No Directors presented at this time.

### **B. Fire Department Report**

Chief Lee presented updates about the fire department. Alarms have slowed down some but are over all still up in calls from this time last year. Month-to-date includes 12 calls: 1 hazardous materials call, 1 gas leak, 3 fire alarms, 1 misc. fire call, 4 medicals, and 2 traffic accidents. He speculated that when Bradley Rd is opened again after construction is finished the traffic accident calls will pick up as many drivers are currently avoiding the area. Captain Mascarenes will be contacting Bill Richey for mowing an 18ft perimeter from the field to the fences, as was done last year for fire mitigation. Chief Lee states we are still down a captain and the firefighter who was going to take that position will not be able to. In the meantime, the current 2 captains are ensuring coverage by backfilling and active recruitment to fill the empty shifts.

### **C. District Manager Updates**

Dr Testa provided updates on District Manager Ken Grant's behalf. There have been meetings with the City of Colorado Springs regarding Aerospace Blvd. There are rights-of-way issues preventing the City from taking the road. Mr. Ruybal, who purchased and developed part of the land and wants to expand south, is willing to convey the road ownership with the restrictions (utility easements and rights-of-way) and work directly with the City. Before moving forward, it is desired to get all property owners along Aerospace Blvd together to see if an agreement can be made.

Dr Testa reported on the CSFD IGA. The agreement has been reviewed by multiple departments of the City- city attorney, personnel, insurance, risk management etc.

### **D. District Operations**

- **Parks, Water and Sewer Systems**

Mr. Velazquez gave an overview of the water system. He reported we are pumping 340 gallons/min 24/7 with 1 pump down. The tank is at 29 feet. Due to the continued sale of construction water, we will likely sell 12 million gallons this month.

At the booster station, a pump went out and was replaced with an extra pump in inventory. The second pump then went out, which was also

replaced with an extra pump. Both broken pumps were sent out for repair. One of the pumps was not fixable and the other was repaired. A used pump was purchased as an additional back up. An impellor was taken out for inspection and found needs repair; we have a contractor who has ordered the parts for repair.

In the wells: well 211's pump quit working. Hamicker does not have a pump in stock but will replace the pump as soon as one arrives. Replacement pumps have been ordered to have extras in inventory. Well 214 was found to have a line that was leaking, this has now been repaired with the help of T-Bone Construction.

Water main issues: The work on Bradley Heights entailed shutting down the District's water to make connections. A water main break was discovered on Bradley Rd (nearby to but separate from the connection work). Wildcat helped the district repair the line, which took about 3 days. Widefield school district also had a main break at The Mill. The district had to be shut down for a few hours for repair as that line is connected with the main that goes to the storage tank.

Sewer: the sewer main was inspected using sonar which detected a part of the main which was filled with wipes and grease. The line was cleared right away.

Parks: normal mowing and trash collection operations is under way. The District is decreasing the watering in the parks as the summer season ends. Oct 1<sup>st</sup> is goal to shut down the irrigation systems, depending on the weather.

Strategic main valves in the street are scheduled to be exercised, repaired as needed this fall, starting with a known problematic valve on Horizonview Dr.

There is a meeting 09/23/2022 with T-Bone regarding the carport installation at the water plant.

Lead and copper testing has been completed as per the state's requirement.

- Dr Testa reported there was a meeting held at the water plant with CSU regarding the meters needing to be purchased for the Bradley Heights homes. CSU uses the same Badger meters CCMD does but uses a radio transmitter, while CCMD uses a cellular transmitter. CSU will provide the meters and CCMD will sell CSU our cellular transmitters for use during the interim water period. There will need to be unit conversions as CCMD measures in gallons but CSU measures in cubic feet. During new builds, the transmitter can be installed outside the home for ease of replacement in the future.

- Progress of Concrete Block Bank Protection in Jimmy Camp Creek: Dr Testa reported about the placement of concrete blocks for creek bank protection. Work has been done recently by T-Bone to fix erosion around the concrete outlet pipe and prevent further bank erosion. CCMD spent about \$18,000 initially. Dr Testa asks the board to approve another \$20,000 of block work to make additional protection.

**A motion was made by Director Cantin and seconded by Director Lucia-Treese to approve another \$20,000 of block work to shore up the creek bed. Upon a voice vote, the motion passed unanimously.**

- Progress of Administration Building:  
Dr Testa reported T-Bone is working with El Paso County to add water detention and water quality ponds to the design as needed for the project to move forward. There is a design change needed to be able to move through the building between the office side and community side, as the blueprints do not include an internal access point.
- Approved Individual Plan for Challenger Homes: 87 homes are to be built. CCMD is waiting on the parcel map in order to build the individual accounts for interim services.
- Approved Individual Plan for Bradley Heights: the homes in the Bradley Heights Metro District will be working with CSU for connections; CCMD water lines will be discontinued & removed as CSU brings their lines in.
- Augmentation report:

Dr Testa reported on the included water augmentation report. The repair of the leak on Bradley Rd has decreased the amount of water loss significantly. We are on target for repaying the creek for water used in 2020.

E. Lower Fountain Mutual Irrigation Company

Dr Testa reported on the meeting from LFMIC. There are a few water rights cases going on. There is a need for a study to improve measurement of water stored vs diverted to the creek- per shareholder need, rather than dividing totals evenly by number of shareholders. They are getting ready for winter fill of Big Johnson Reservoir with the intention of filling to capacity.

F. Lower Fountain Metropolitan Sewage Disposal District

Director McClintock reported on the meeting from LFMSDD. LFMSDD was awarded the RMWEA Plant Performance Award- Tim Long accepted the award.

G. Legal Report:

Bylaws: In an effort to create an organized understanding of how Title 32 acts to govern the District, while working within the approved Service Plan, which is also subject to Bankruptcy provisions, Mr. Larimer has compiled the applicable Title 32 governing statutes into one document which he then used when reviewing the existing bylaws to put together a revision for the board's consideration. He would like to speak with staff members and board for input on any desired amendments. Louie opened the door to questions. The Board stated they wanted to have time to review the revised bylaws.

Director McClintock stated she would like to return the monthly meetings from the fourth Thursday to the third Thursday of the month at 5:30pm as listed within the current bylaws.

**A motion was made by Director Lucia-Treese and seconded by Director Cantin to move the regular meeting to the third Thursday of each month at 5:30pm starting with the Regular Meeting in October. This would be rescheduled for October 20, 2022. Rollcall was taken, the motion was passed unanimously.** The meetings on November 17, 2022, and December 8, 2022, were already adjusted due to the holidays and will remain as scheduled, but with an adjusted start time of 5:30pm.

Director McClintock noted the need to adjust the bylaws wording regarding the change of election years, to reflect the current odd election years instead of the previous even election years.

Dr Testa suggested to add a review of the bylaws to the October 06, 2022, Special Meeting; Director McClintock agreed. It was agreed by the Board to add this topic to the agenda after the discussion of the CSFD IGA.

Mr. Larmier recommended going into Executive Session to discuss the CSFD IGA legal matters at this time.

**At 7:49pm, A motion was made by Director Cantin and seconded by Director Lucia-Treese to go into Executive Session to discuss the CSFD IGA. Upon a voice vote, the motion passed unanimously. Executive Session and legal counsel was concluded at 8:21pm.**

H. Budget Committee Presentation to the Board of Directors of the Proposed 2023 Budget of the District and its Enterprises:

Dr Testa opened by discussing a topic needing action for this year's budget within the Budget Comparison for Calendar Year 2022, Estimated Closings for Fiscal Year 2022. The district is currently 153% over budget in revenue from unanticipated construction water sales. Referencing the spreadsheets: Water and Wastewater Enterprise- General Funds/Actuals,

Dr Testa proposed for the Board to authorize District Manager Ken Grant make the following rate changes through the end of 2022: eliminate the water usage charge for residential and commercial accounts starting September 2022 and eliminate the water administration charge starting October 2022. He also recommended to have the Board approve needed district repairs/maintenance to be done and place any remaining funds into Capital.

**A motion was made by Director Cantin and seconded by Director Lucia-Treese to authorize District Manager Ken Grant to adjust the 2022 Water Usage Charge as necessary to reduce the excess amount of revenue, and at his discretion to include the September, October, November, December 2022 usage and the remainder be used to pay off bills and/or put in capital funds for repairs of future valves, pumps etc. Upon a voice vote, the motion passed unanimously.**

**A motion was made by Director Cantin and seconded by Director Lucia-Treese authorize District Manager Ken Grant to adjust the October, November, and December 2022 Water Administration Charge as necessary to reduce the excess amount of revenue. Upon a voice vote, the motion passed unanimously.**

Dr Testa discussed the possibility to adjust the Sewer Usage Charge for November and December 2022. Sewer system repairs are not needed at this time, and excess can be stored in Capital. The Board declined to adjust the Sewer Usage Fee at this time.

Dr Testa listed the highlights of the projected 2023 budget: Due to the projected continuation of construction water sales, in 2023 all tiers of the Water Usage Charges will be decreased. There will be a small increase of \$0.50 in the monthly Trash Removal Charge for 2023. Water Administration and Capital Improvement Charges will not change. Connection fees will increase by 2%. The Sewer Usage Charge will decrease, while the monthly Sewer Administration Charge will increase by \$3.00. The First Responder Services charge will decrease. Overall, the fixed monthly charges will increase by about \$1.85, but the variable usage charges for water and sewer will decrease per unit used.

**A motion was made by Director Cantin and seconded by Director Lucia-Treese to hold Public Budget Hearings for the October 20, 2022, meeting and November 17, 2022. Upon a voice vote, the motion passed unanimously.**

O. Executive Session

**Executive Session was entered at 7:49pm to discuss the CSFD IGA and exited at 8:21pm (occurred previously in the meeting).**

**III. Adjournment**

**Director McClintock adjourned the meeting at 8:52pm.**

Respectfully Submitted,

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Jackie McClintock, President

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Michael Cantin, Secretary