



## CENTRAL MARKSHEFFEL METROPOLITAN DISTRICT

Regular Board Meeting  
Tuesday, June 3, 2025 – 9:30 A.M.  
119 N. Wahsatch Ave.  
Colorado Springs, Colorado 80903  
- and -

via computer, tablet or smartphone.

<https://video.cloudoffice.avaya.com/join/848018741>

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

**Access Code: 848-018-741**

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| Board of Director | Title                | Term                              |
|-------------------|----------------------|-----------------------------------|
| Randle W. Case II | President            | May 2029                          |
| Dave Hammers      | Vice President       | May 2029                          |
| Bryan Long        | Treasurer/ Secretary | May 2027                          |
| Michelle Kinney   | Assistant Secretary  | May 2029                          |
| VACANT            | Assistant Secretary  | May 2027 (appoint until May 2025) |

### AGENDA

1. Call to Order
2. Declaration of Quorum/Director Qualifications/ Disclosure Matters
3. Appointment of Officers
4. Approval of Agenda
5. Approval Meeting Minutes
  - a. November 5, 2024, Minutes (enclosure)
6. Manager's Report
7. Financial Update
  - a. Review and consider approval for Unaudited Financial Statements (enclosure)
  - b. Ratify approval of payables through June 3, 2025 (enclosure)
8. Legal Matters
9. Other Business
10. Adjourn





**MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS OF THE  
CENTRAL MARKSHEFFEL METROPOLITAN DISTRICT  
HELD NOVEMBER 5, 2024, AT 9:00 A.M.**

Pursuant to posted notice, the special meeting of the Board of Directors of the Central Marksheffel Metropolitan District was held on Tuesday, November 5, 2024, at 9:00 a.m., via teleconference and video conference.

Directors in attendance were:

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

Also in attendance were:

K. Sean Allen, Esq., White, Bear & Ankele, Tanaka & Waldron  
Adam Noel, WSDM  
Rebecca Harris, WSDM  
Brenda Juarez, WSDM  
Ron Waldthausen (arrived at 10:03 AM)

1. Call to Order: The meeting was called to order at 9:09 AM by Adam Noel.

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

3. Approval of the Agenda: Director Hammers moved to approve the Agenda as revised; seconded by Director Long. Motion passed unanimously.

4. Approval of Meeting Minutes

- a. Approval of July 30, 2024 Minutes: Director Hammers moved to approve the July 30, 2024 Minutes; seconded by Director Long. Motion passed unanimously.

5. Financial Update

- a. Review and consider approval for Unaudited Financial Statements. Mr. Noel presented the unaudited financial statements. Ms. Harris advised the revenue was for the maintenance of the El Paso County Bridge. Mr. Case asked if the revenue/facility fees were for reimbursement for expenses made towards the bridge. Ms. Harris advised the IGA revenue was for the maintenance. Mr. Case II asked that Mr. Allen further explain the revenue.
- b. Ratify approval of payables through November 5, 2024. Mr. Noel presented the approval of payables. October 15, 2024, were approved and paid. Moved to approve by Mr. Lng, Seconded by Mr. Hammers. Motion passed unanimously.
- c. Public Hearing on 2024 Budget Amendment. Mr. Noel advised that the amendment was not needed since expenses are not exceeding the budget.
- d. Consider Adoption of Resolution Amending 2024 Budget: Mr. Noel advised that the amendment was not needed since expenses are not exceeding the budget.

e. Public Hearing on 2025 Budget. Mr. Hammers motioned to open, Seconded by Mr. Long. Motion passed unanimously. No public in attendance. Mr. Hammers motioned to close public hearing, seconded by Mr. Long. Motion passed unanimously.

f. Consider Adoption of Resolution Approving 2025 Budget. Mr. Noel noted that property taxes and specific ownership taxes are the only items that are budgeted since it is a calculation based upon preliminary assessed valuations and the mill levy. Mr. Noel noted expenditures were decreased. District management contracted rate, legal and landscaping expenditure line items are the same as last year's. Auditing expenses had a slight increase, and bridge lights costs were lowered. Mr. Noel advised he put a contingency of \$10,000 as a buffer to avoid needing to amend the budget. Mr. Noel noted that preliminary assessed values were slightly lowered in comparison to year 2024, but the final assessed values will be updated before the budget is filed for the year. Mr. Allen advised the Board to consider how much of an ending fund reserve balance is needed as the revenue is about \$140 higher than the actual expenditures. Ms. Harris asked if Mr. Allen was advising the Board to drop mill levy down and eliminate the impact fees that are being brought in. Mr. Allen clarified that the impact fees are not in the budget and cannot be used for operations and maintenance. Discussion was made about using reserve funds for commercial development projects, detention ponds, and maintenance and landscaping for both commercial and residential properties within the District. Mr. Case advised that the \$1million advised needs to be assigned/reserved for a purpose, specifically to maintain roads. Ms. Harris advised one option for the District is that they could have a temporary reduction on mill levy. Mr. Allen advised the Board to leave the mill levy the same as last year in light of new legislation that could limit the District's growth of the operational expenditures in budget. Mr. Allen clarified that if Board decided to lower the mill levy, per the new law, district could not increase it by more than a quarter of a percent per year should they need more revenue. Mr. Allen advised to revisit the topic of lowering the mill levy next year as the new legislation that takes place beginning 2025 will have a direct impact upon the decision. Mr. Allen explained the Capital Facility Fee can only be used for construction installation acquisition and not for any other reason. Mr. Allen recommended to amend budget to include a Capital Replacement line item in the Expense Line and to budget the full amount the Board has accumulated in fees that have been paid. Mr. Case II directed Mr. Noel to have analysis on fee, report it via email to the Board and put it on the next Agenda. Mr. Case II noted he would like the Board to have a future conversation about removing the facility fee based upon its restrictions from the budget. Discussion was made regarding making a cooperative effort with HOAs within the District to hire a security company to patrol area and adding cost to the budget. Mr. Allen concurred that the District has ability to provide assistance per statutory law with the consent of El Paso County Sherriff's office, and it can be included as a budget item. Board discussed cost of security patrol. Mr. Noel advised election expenses need to be added to the budget. Ms. Harris advised a line item for capital improvement for the impact fees. Ms. Harris also noted that a line needed be added to provide repair of the easements behind residents' homes from CO Tech Drive to the open space area owned by Cherokee Metropolitan District. Mr. Allen added that if the District has right-of-way, permission is not needed from property owners to repair the easements, but if the District does not, the total number of residents must sign documentation giving written approval. Discussion was made about if the easement was a right-of-way. Ms. Harris stated she will research the plats to get the answer. Mr. Case II then directed management to not add this repair as a line item to the budget until the Board is certain if area is a right-of-way. Ms. Harris edited the budget to include the capital improvement impact fees, security patrol and the election line items in the budget during the meeting. Ms. Harris clarified that the capital impact fees are the building permit fees and will be included in the budget as the balance in the expense line item moving forward until fees are delegated for a specific purpose. Mr. Long moved to approve 2025 Budget with the discussion of the changes made, seconded by Mr. Hammers. Motion passed unanimously.

## 6. Legal Matters:

- a. Review and Consider Approval of 2025 Annual Administrative Resolution. Mr. Long moved to approve Annual Administrative Resolution, seconded by Hammers. Motion passed unanimously.
  - b. Review and Consider Approval of WSDM – District Managers 2025 Engagement Letter Mr. Long moved to approve 2025 Engagement Letter, seconded by Hammers. Motion passed unanimously.
  - c. Review and Consider Approval of BiggsKofford 2024 Audit Engagement Letter: Mr. Long moved to approve the 2025 Audit Engagement Letter, seconded by Hammers. Motion passed unanimously.
  - d. Consider Approval of Resolution Calling May, 2025, Director Election: Mr. Allen advised that 2025 is a micro-election year which calls for the director election to take place but cancel if there are no more than 4 nominations. Mr. Allen stated that 4 seats are up for election; if there are 4 or less nominations Board will cancel. Mr. Long moved to approve Resolution, seconded by Mr. Hammers. Motion passed unanimously.
- Adoption of Resolution Adopting a Digital Accessibility Policy and Designating a Compliance Officer. Mr. Allen explained Resolution outlines that the District is working towards the July 2025 deadline to be fully ADA compliant. Mr. Long moved to approve Resolution, seconded by Hammers. Motion passed unanimously.

7. Other Business: 2025 Regular Meeting Schedule. Mr. Noel presented that the meetings are set for the first Tuesday at 9:30 am of every month and cancel as needed. Mr. Long moved to approve Regular Meeting Schedule, seconded by Hammers. Motion passed unanimously.

8. Adjournment: The Board adjourned the meeting at 10:06 A.M.

Respectfully Submitted,

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By: Board of Director for the Central Marksheffel Metropolitan District

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By: Rebecca Harris for the Recording Secretary



## Central Marksheffel Metropolitan District

## Balance Sheet

As of April 30, 2025

|                                       | Apr 30, 25          |
|---------------------------------------|---------------------|
| <b>ASSETS</b>                         |                     |
| Current Assets                        |                     |
| Checking/Savings                      |                     |
| ECB Checking                          | 1,424,477.71        |
| Total Checking/Savings                | 1,424,477.71        |
| Total Current Assets                  | 1,424,477.71        |
| <b>TOTAL ASSETS</b>                   | <b>1,424,477.71</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                     |
| Liabilities                           |                     |
| Current Liabilities                   |                     |
| Accounts Payable                      |                     |
| 2010 · Accounts Payable               | 5,553.04            |
| Total Accounts Payable                | 5,553.04            |
| Total Current Liabilities             | 5,553.04            |
| <b>Total Liabilities</b>              | <b>5,553.04</b>     |
| Equity                                |                     |
| 3000 · Opening Balance Equity         | 199.98              |
| 3910 · Retained Earnings              | 1,265,096.84        |
| Net Income                            | 153,627.85          |
| Total Equity                          | 1,418,924.67        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>1,424,477.71</b> |

# Central Marksheffel Metropolitan District

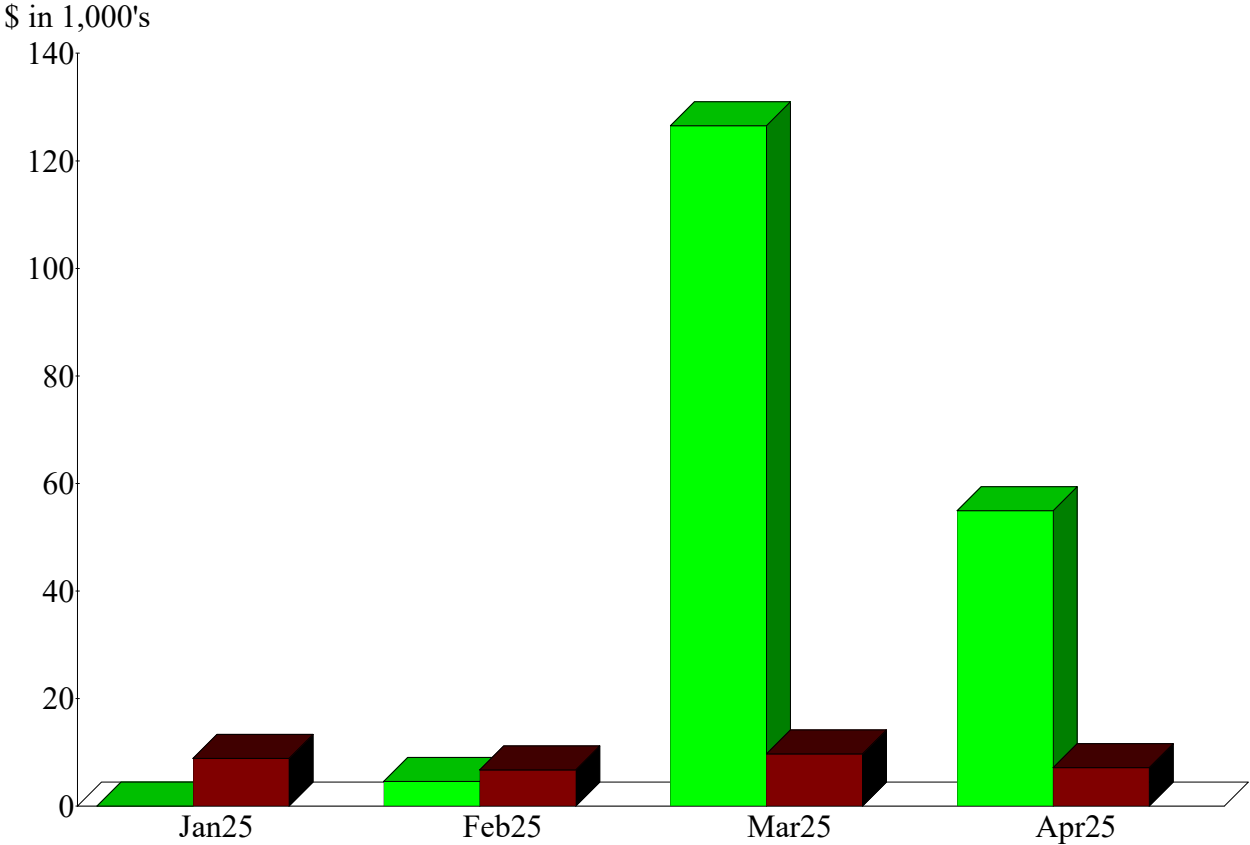
## Profit & Loss Budget vs. Actual

January through April 2025

|                                | TOTAL     |              |            |                |             |
|--------------------------------|-----------|--------------|------------|----------------|-------------|
|                                | Apr 25    | Jan - Apr 25 | Budget     | \$ Over Budget | % of Budget |
| Ordinary Income/Expense        |           |              |            |                |             |
| Income                         |           |              |            |                |             |
| Fees                           |           |              |            |                |             |
| Taxes                          |           |              |            |                |             |
| Abatement - O&M                | -1,548.77 | -1,548.77    |            |                |             |
| Abatement Int - O&M            | -75.48    | -75.48       |            |                |             |
| Current Year                   | 22,840.64 | 148,910.52   | 311,120.00 | -162,209.48    | 47.86%      |
| Delinquent Int - O&M           | 1.02      | 1.02         |            |                |             |
| Spec Own Tax                   | 2,437.26  | 7,540.52     | 21,778.00  | -14,237.48     | 34.62%      |
| Total Taxes                    | 23,654.67 | 154,827.81   | 332,898.00 | -178,070.19    | 46.51%      |
| Total Fees                     | 23,654.67 | 154,827.81   | 332,898.00 | -178,070.19    | 46.51%      |
| IGA Revenues                   | 31,271.25 | 31,271.25    |            |                |             |
| Total Income                   | 54,925.92 | 186,099.06   | 332,898.00 | -146,798.94    | 55.9%       |
| Gross Profit                   | 54,925.92 | 186,099.06   | 332,898.00 | -146,798.94    | 55.9%       |
| Expense                        |           |              |            |                |             |
| Audit                          | 0.00      | 0.00         | 10,100.00  | -10,100.00     | 0.0%        |
| Board of Director Fees         | 0.00      | 0.00         | 1,500.00   | -1,500.00      | 0.0%        |
| Bridge Lights                  | 126.35    | 534.52       | 2,000.00   | -1,465.48      | 26.73%      |
| Capital Improvement            | 0.00      | 0.00         | 60,944.00  | -60,944.00     | 0.0%        |
| Contingency                    | 0.00      | 0.00         | 10,000.00  | -10,000.00     | 0.0%        |
| Copies and Postage             | 0.00      | 3.60         | 300.00     | -296.40        | 1.2%        |
| Detention Pond Maintenance     | 0.00      | 0.00         | 15,000.00  | -15,000.00     | 0.0%        |
| Election                       | 393.60    | 2,431.82     | 10,000.00  | -7,568.18      | 24.32%      |
| Treasurer's Collection Fee     | 342.62    | 2,233.66     | 4,667.00   | -2,433.34      | 47.86%      |
| 6060 · Bank Service Charges    | 0.00      | 0.00         | 500.00     | -500.00        | 0.0%        |
| 6160 · Dues and Subscriptions  | 0.00      | 438.67       |            |                |             |
| 6180 · Insurance               | 0.00      | 1,943.00     | 3,850.00   | -1,907.00      | 50.47%      |
| 6570 · Professional Fees       |           |              |            |                |             |
| District Management            | 5,000.00  | 20,000.00    | 60,000.00  | -40,000.00     | 33.33%      |
| General Legal Fees             | 0.00      | 0.00         | 15,000.00  | -15,000.00     | 0.0%        |
| Landscaping/Mowing             | 995.00    | 1,612.50     | 15,000.00  | -13,387.50     | 10.75%      |
| Security Patrol                | 0.00      | 0.00         | 50,000.00  | -50,000.00     | 0.0%        |
| 6572 · Legal Fees              | 285.79    | 3,273.44     |            |                |             |
| Total 6570 · Professional Fees | 6,280.79  | 24,885.94    | 140,000.00 | -115,114.06    | 17.78%      |
| Total Expense                  | 7,143.36  | 32,471.21    | 258,861.00 | -226,389.79    | 12.54%      |
| Net Ordinary Income            | 47,782.56 | 153,627.85   | 74,037.00  | 79,590.85      | 207.5%      |
| Net Income                     | 47,782.56 | 153,627.85   | 74,037.00  | 79,590.85      | 207.5%      |

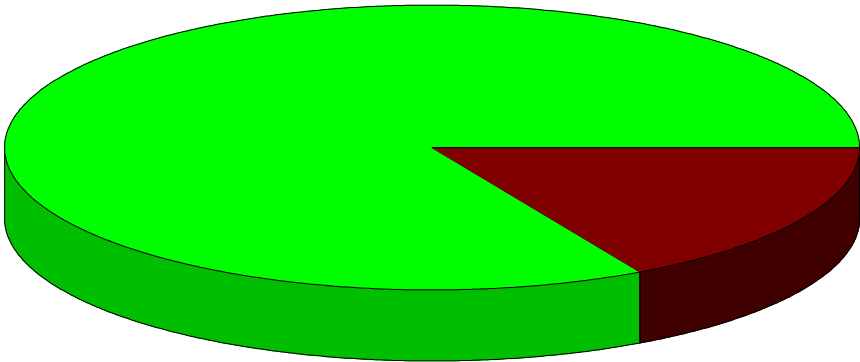


Income and Expense by Month  
January through April 2025



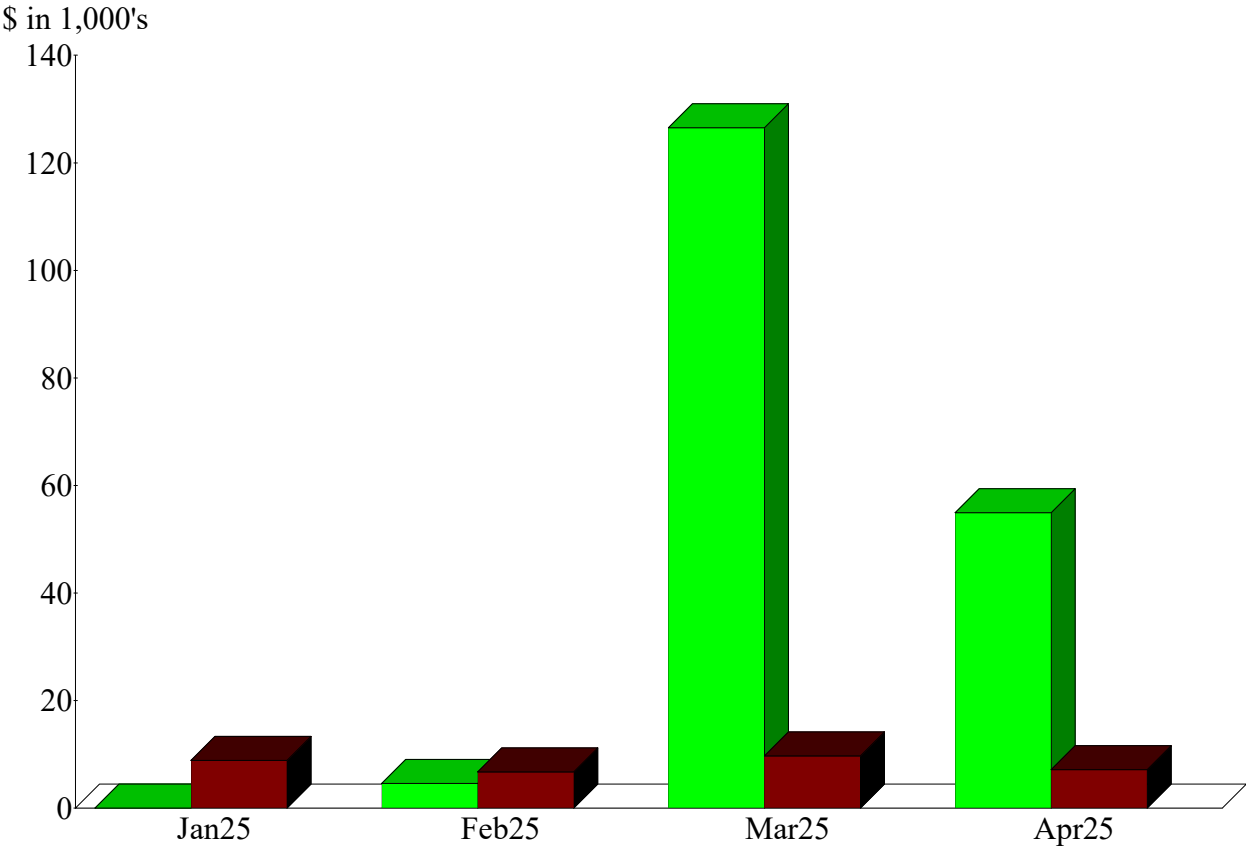
Income Summary  
January through April 2025

|              |              |
|--------------|--------------|
| Fees         | 83.20%       |
| IGA Revenues | 16.80        |
| Total        | \$186,099.06 |



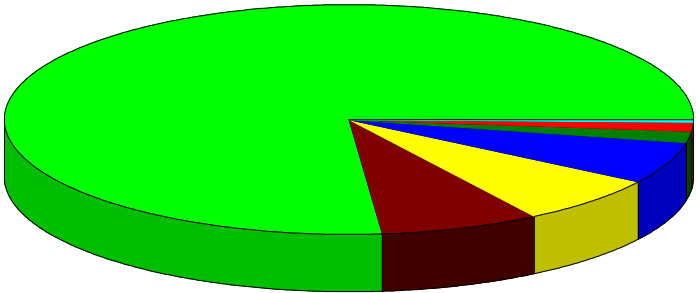
By Account

Income and Expense by Month  
January through April 2025



Expense Summary  
January through April 2025

|                               |             |
|-------------------------------|-------------|
| 6570 · Professional Fees      | 76.64%      |
| Election                      | 7.49        |
| Treasurer's Collection Fee    | 6.88        |
| 6180 · Insurance              | 5.98        |
| Bridge Lights                 | 1.65        |
| 6160 · Dues and Subscriptions | 1.35        |
| Copies and Postage            | 0.01        |
| Total                         | \$32,471.21 |



By Account



**Central Marksheffel Metropolitan District**  
**PAYMENT REQUEST**  
5/21/2025  
**GENERAL FUND ACCOUNT**

| Company                            | Invoice   | Date      | Amount             |                              |
|------------------------------------|-----------|-----------|--------------------|------------------------------|
| Mountain View Electric Association | 103694700 | 5/7/2025  | \$ 8.54            | Bridge Lights - Auto Payment |
| Weisburg Landscape Maintenance     | 60137     | 5/31/2025 | \$ 995.00          |                              |
| White Bear Ankele Tanaka & Waldron | 40471     | 4/30/2025 | \$ 679.39          |                              |
| WSDM District Managers             | 758       | 4/30/2025 | \$ 5,000.00        |                              |
| <b>TOTAL</b>                       |           |           | <b>\$ 6,682.93</b> |                              |

|                             |                      |
|-----------------------------|----------------------|
| Eastern Colorado Bank       | \$ 1,424,477.71      |
| Payables for this month     | <u>\$ (6,682.93)</u> |
| Bank Balance After Payables | \$ 1,417,794.78      |