

RECORD OF PROCEEDINGS

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

OF THE

COLUMBINE WATER AND SANITATION DISTRICT

Held: Wednesday, September 22, 2021 at 7:00 a.m., at 2630 West Belleview Avenue, Suite 100, Littleton, Colorado; a change of location due to change of location for the Toast restaurant at which the meeting was scheduled to occur. A notice of change of location was posted at 2700 West Bowles Avenue, Suite B, Littleton, Colorado and Ms. Ivey was on site until 7:00 a.m. to direct members of the public to the new location.

Attendance:

A special meeting of the Board of Directors of the Columbine Water and Sanitation District was scheduled in compliance with the laws of the State of Colorado, with the following directors in attendance:

Lee E. Schiller
Paul M. Robinson (*via telephone/video conference*)
Steven Nichols
Brian Mackey

The following director was absent (*absence excused*):

Steve A. Reister

Also present were: Cynthia Lane, District Management; and Jennifer Ivey, Icenogle Seaver Pogue, P.C.

Call to Order:

Director Schiller, noting the presence of a quorum, called to order the special meeting of the Board of Directors of the Columbine Water and Sanitation District.

Director Matters/Disclosure Matters:

Ms. Ivey advised the Board that pursuant to Colorado law, certain disclosures by the Board members may be required prior to taking official action at the meeting. The Board then reviewed the agenda for the meeting, following which each Board member confirmed the contents of any written disclosure previously made, stating the fact and summary nature of any matters, as

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required under Colorado law, to permit official action to be taken at the meeting.

Director Nichols noted that he has an ownership interest (50%) in his residence at 32 Niblick Lane and his son, Steven P. Nichols, has begun working for Taylor Morrison and therefore he believes he has a personal conflict of interest regarding any matters related to Taylor Morrison.

A written disclosure of these interests had been filed with the Secretary of State and the Board prior to the meeting.

Approval of/Additions
To/Deletions From the Agenda:

There were no changes to the agenda.

Public Comment For Matters
Not on Agenda:

None.

Approval of Minutes -
March 5, 2021 Special
Meeting Minutes:

After review and discussion, upon motion by Director Nichols and second by Director Mackey, the Board unanimously approved the March 5, 2021 special meeting minutes for the Columbine Water and Sanitation District.

Legal Matters:

Ms. Ivey briefly updated the Board on newly enacted laws from the 2021 legislative session which were described in detail to the memorandum provided to the Board via electronic mail in July.

Financial Matters -
2022 Budget Discussion:

Ms. Lane reviewed and discussed with the Board the 2022 draft budget. Director Schiller noted that there is some possibility for a few additional tap fees in future years. Ms. Lane reviewed the projected maintenance costs and ten-year projections. Director Nichols requested a copy of the line maintenance chart for the December meeting. The Board set the public hearing on the 2022 Budget for December 3, 2021.

Consider Acceptance of July
31, 2021 Financial
Statements:

Ms. Lane reviewed the July 31, 2021 unaudited financial statements with the Board. After review and discussion, upon motion by Director Nichols and second by Director Mackey, the Board unanimously accepted the financial statements as presented.

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Consider Approval of Claims:

Ms. Lane reviewed the interim and current claims with the Board. After review and discussion, upon motion by Director Nichols and second by Director Mackey, the Board unanimously approved the claims from June 1, 2021 – August 31, 2021 in the amount of \$25,539.40.

Manager's Items -

Brookhaven Lift Station Property:

Mss. Lane and Ivey provided an update to the Board regarding the Brookhaven Lift Station Property, specifically, the discovery that a portion of the drive crosses HOA property, the HOA's request for the trees to remain on the property, and the HOA's request for a license agreement to trim the trees and shrubs that encroach on or are located on District property.

Consider Approval of License Agreement(s) re Tree/Shrub Maintenance and Access at Brookhaven Lift Station:

Ms. Ivey discussed with the Board the License Agreement regarding Tree/Shrub Maintenance and Easement Agreement for Access at the Brookhaven Lift Station. Ms. Lane stated that the legal descriptions for these agreements are in preparation and should be completed soon. After review and discussion, upon motion by Director Schiller and second by Director Mackey, the Board unanimously approved granting the HOA a License Agreement for Tree/Shrub Maintenance and accepting an Access Easement from the HOA at the Brookhaven Lift Station in forms satisfactory to Mss. Ivey and Lane.

Valley Sanitation District:
Annual Invoice for Capital Cost Construction Allocation:

Ms. Lane presented to the Board the annual invoice for capital cost construction allocation for 2021.

2021 Quarterly Invoices for Maintenance Share:

Ms. Lane reviewed with the Board quarterly maintenance share invoices which were submitted by Valley Sanitation District. It was also reported that the maintenance share costs are within budgeted 2021 amounts and are also included in the draft 2022 budget.

Annual Report:

Ms. Lane presented to the Board the Annual Report for Report Year 2020 for Valley Sanitation District. She noted for the board, that the maintenance share costs are within budgeted 2021 amounts (inclusive of the contingency) and are also included in the draft 2022 budget.

Other Business:

None.

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Adjournment:

There being no further business to come before the Board, and upon motion by Director Schiller, second by Director Mackey and unanimous vote, the meeting was adjourned.

Secretary of the Meeting