

# RECORD OF PROCEEDINGS

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## MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

OF THE

COLUMBINE WATER AND SANITATION DISTRICT

Held: Friday, December 3, 2021, at 3:00 p.m. at Columbine Country Club, 17 Fairway Lane, Columbine Valley, Colorado 80123.

### 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, President  
Paul M. Robinson, Secretary  
Steve A. Reister, Treasurer  
Steven A. Nichols, Assistant Secretary

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

Brian Mackey, Assistant Secretary

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

### Call to Order:

Director Nichols, noting the presence of a quorum, called to order the special meeting of the Board of Directors of the Columbine Water and Sanitation District at 3:11 p.m.

### 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 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.

# RECORD OF PROCEEDINGS

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Ms. Ivey advised that 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 -  
September 22, 2021 Special  
Meeting:

After review and discussion, upon motion by Director Robinson and second by Director Nichols, and unanimous vote, the Board of Directors approved the minutes of its September 22, 2021 special meeting.

Legal Matters -  
Ratification of Actions  
Taken at September 22,  
2021 Special Meeting:

Ms. Ivey reviewed with the Board the actions taken at the September 22, 2021 special meeting. Following review, upon motion duly made by Director Nichols and second by Director Robinson, and unanimous vote, the Board of Directors ratified approval of the actions taken at the September 22, 2021 special meeting.

Annual Resolution, Election  
of Officers and Regular  
Meeting Date/Location:

Ms. Ivey presented to and reviewed with the Board a resolution, prepared annually to handle the District's ongoing operation and business. After review and discussion, upon motion by Director Robinson, second by Director Reister, and unanimous vote, the Board of Directors approved the resolution including the election of the following officers to the Board of Directors and regular meeting date/location:

President:	Lee E. Schiller
Secretary:	Paul M. Robinson
Treasurer:	Stephen A. Reister
Assistant Secretary:	Steven Nichols
Assistant Secretary:	Brian Mackey

The first Friday of December at 7:30 a.m. at Toast, 2630 W. Belleview Avenue, Unit 100, Littleton, CO 80120.

Election Resolution:

Ms. Ivey presented to and reviewed with the Board the 2022 Regular Special District Election Resolution. Following

# RECORD OF PROCEEDINGS

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discussion and upon motion by Director Nichols, second by Director Reister and unanimous vote, the Board of Directors approved the 2022 Regular Special District Election Resolution and selected posting on the website as the second means of providing the call for nominations.

2021 Legislative Report:

Ms. Ivey presented to and reviewed with the Board a memorandum regarding 2021 Legislation.

Financial Matters -

Approval/Ratification of Claims:

Ms. Lane reviewed with the Board the interim claims of the District from the period September 1, 2021 through November 30, 2021 totaling \$54,856,71. After review and discussion, upon motion by Director Robinson, second by Director Nichols and unanimous vote, the Board of Directors ratified the interim claims and approved the current claims as presented.

Acceptance of Financial Statements:

Ms. Lane reviewed with the Board the financial statements. After review and discussion, upon motion by Director Robinson, second by Director Nichols and unanimous vote, the Board of Directors accepted the financial statements, as presented.

Public Hearing on Proposed 2022 Budget:

Upon motion by Director Nichols, second by Director Reister and unanimous vote, the Board of Directors opened a public hearing on the proposed 2022 budget consistent with published notice. There appearing no member of the public wishing to speak on the budget, upon motion by Director Reister, second by Director Robinson and unanimous vote, the Board of Directors closed the public hearing.

Resolution Approving Proposed 2022 Budget, Certification of Mill Levy, and Appropriate Sums of Money:

Ms. Lane reviewed with the Board the proposed 2022 budget and Ms. Ivey presented to the Board of Directors a resolution for approval and adoption of the 2022 budget, appropriating funds therefore, and certification of a mill levy thereunder. After review and discussion, upon motion by Director Robinson, second by Director Nichols and unanimous vote, the Board of Directors approved the resolution adopting the 2022 budget and appropriating the funds to the approved budget, and certifying the mill levies as provided in the budget.

Manager's Items -

Brookhaven Lift Station Property:

Ms. Lane presented to the Board an update on the Brookhaven Lift Station Property.

# RECORD OF PROCEEDINGS

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## Other Business -

### Engagement of Service

#### Providers:

Engagement Letter for  
2021 Audit:

Ms. Lane presented to the Board the engagement letter from Simmons & Wheeler, P.C. for 2021 audit services. After review and discussion, upon motion by Director Nichols, second by Director Schiller and unanimous vote, the Board of Directors approved the engagement of Simmons & Wheeler, P.C. for 2021 audit services.

Maintenance Agreement  
with C&L Water  
Solutions:

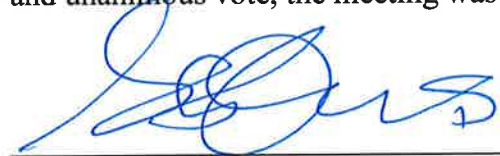
Ms. Lane presented to the Board the Maintenance Agreement with C&L Water Solutions. After review and discussion, upon motion by Director Nichols, second by Director Robinson and unanimous vote, the Board of Directors approved the Maintenance Agreement with C&L Water Solutions.

Other:

None.

Adjournment:

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



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Secretary of the Meeting