

RECORD OF PROCEEDINGS

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

OF THE

COLUMBINE WATER AND SANITATION DISTRICT

Held: Thursday, June 6, 2024 at 9:00 a.m. via videoconference at <https://us06web.zoom.us/j/88075140269?pwd=Ib5yt41YUjJrtM58YQ0LIYwf3gsojL.1> and via telephone conference at Dial In: 1-719-359-4580, Meeting ID: 880 7514 0269, Passcode: 291307.

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:

Craig Evans, Treasurer
Steven Nichols, Assistant Secretary
Paul M. Robinson, Secretary
Lee E. Schiller, President
Garrett Johnson, Assistant Secretary

Also present were: Cynthia Lane and Bridgett Butterfield, 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 at 9:01 a.m.

Director Matters/Disclosure Matters:

None.

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 27, 2024 Special

After review and discussion and upon motion of Director

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Meeting Minutes: Nichols and second of Director Robinson, the Board unanimously approved the minutes of its March 24, 2024 special meeting, as presented.

Legal Matters-

Memorandum HB 21-1110 and Rules Establishing Technology Accessibility Standards: Ms. Ivey presented to and reviewed with the Board a memorandum regarding HB 21-1110 and Rules Establishing Technology Accessibility Standards. Discussion among the Board ensued regarding same. Ms. Butterfield provided an update on Management's efforts on ensuring the District's website meets the requirements by July 1, 2024.

Resolution Adopting Technology Accessibility Statement: Ms. Ivey presented to and reviewed with the Board the Resolution Adopting the Technology Accessibility Statement. After review and discussion and upon motion by Director Nichols, second by Director Schiller, and unanimous vote, the Board of Directors approved the Resolution Adopting the Technology Accessibility Statement.

Financial Matters -

Claims: Ms. Lane reviewed with the Board the claims of the District from the period April 2024 through May 2024, totaling \$164,102.50. After review and discussion, upon motion by Director Schiller, second by Director Robinson, and unanimous vote, the Board of Directors ratified approval of the claims as presented.

Consider Acceptance of Unaudited Financial Statements: Ms. Lane reviewed the unaudited financial statements ending March 31, 2024 with the Board. After review and discussion, upon motion by Director Schiller, second by Director Nichols, and unanimous vote, the Board accepted the unaudited financial statements, as presented.

Discussion and Consider Approval of Changes to Bill Payment Procedures and Bank Authorizations: Ms. Lane reviewed with the Board the current and proposed changes to bill payment procedures and bank authorizations and problems with the timing and logistics of the current system. Discussion among the Board ensued regarding same. After review and discussion, upon motion by Director Robinson, second by Director Nichols, and unanimous vote, the Board of Directors approved changes to bill payment procedures and bank authorizations which (1) adds Ms. Lane as a check signer on the bank account, (2) adds Ms. Shipley as a viewer to the District's bank accounts and allows her to authorize stop payments, and

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(3) would allow Ms. Shipley to compile and transmit an electronic package monthly with a summary of payments and invoices to Director Schiller for review and electronic mail approval for Ms. Lane to sign the checks on behalf of the District. Ms. Lane noted that she does not have access to check stock in the office and Ms. Shipley would only provide checks to Ms. Lane after approval by Mr. Schiller.

Manager's Items:

Ms. Lane provided an overview of the work performed and costs related to the Sewer Main Repair on Dutch Creek near Columbine Golf Course (Hole 8). Ms. Lane reported the total cost related to this emergency repair effort was \$140,116 which will be covered by various already budgeted line items. Ms. Lane reported that it is possible that a budget amendment may be required this year based on expenses coming this year. Director Nichols requested that the budget amendment be considered at a meeting in the fall.

Ms. Lane reported to the Board that the operations manager, Scott Hand, is retiring effective July 9, 2024.

Other Business:

None.

Adjournment:

There being no further business to come before the Board, and upon motion by Director Nichols, second by Director Schiller, and unanimous vote, the meeting was adjourned at 10:29 a.m.

Secretary of the Meeting