

## 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, March 5, 2021 at 7:30 a.m. All participation in this meeting was via online and telephone conference in order to preserve the health, safety, and welfare of the public in light of the imminent threat caused by the COVID-19 pandemic and due to the state of emergency declared by Governor Polis, as amended and extended, corresponding executive orders and public health orders, as amended and extended, and CDC recommendations against gathering in large groups in order to mitigate the spread of the COVID-19 virus: <https://us02web.zoom.us/j/81248479911?pwd=MUNZM2NjSXhFc0tGbWFRSzlYk21PQT09>, Meeting ID: 812 4847 9911 Passcode: 134550; or via telephone Dial-In Number: 1-346-248-7799.

**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 (*via video/telephone conference*)  
 Paul M. Robinson, Secretary (*via video/telephone conference*)  
 Steven Nichols, Asst. Secretary (*via video/telephone conference*)  
 Brian Mackey, Asst. Secretary (*via video/telephone conference*)

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

Steve A. Reister, Treasurer

Also present were: Pat Fitzgerald and Cynthia Lane, District Management (*via video/telephone conference*); and Jennifer Ivey, Icenogle Seaver Pogue, P.C. (*via video/telephone conference*).

**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.

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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 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 -  
December 4, 2020 Special Meeting Minutes:

After review and discussion, upon motion by Director Mackey and second by Director Nichols, the Board unanimously approved the December 4, 2020 special meeting minutes for the Columbine Water and Sanitation District.

Legal Matters:

None.

Financial Matters -  
Public Hearing on  
Amendment of 2020  
Budget:

Ms. Ivey reviewed with the Board of Directors the draft of the proposed 2020 budget amendment. It was noted that Notice stating the board would consider adoption of the 2020 budget amendment and the public hearing was published pursuant to statute. Upon the motion of Director Nichols and second of Director Schiller the Board of Directors voted unanimously to open a public hearing on the proposed 2020 budget amendment for the District. No members of the public present wished to address the Board. Upon the motion of Director Robinson and

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the second of Director Schiller the Board of Directors voted unanimously to close the public hearing on the proposed 2020 budget amendment.

Consider Approval of  
Amendment of 2020  
Budget:

After discussion and review by the Board and upon the motion of Director Nichols and second of Director Robinson, the Board voted unanimously to approve the 2020 amended budget and adopted a Resolution to Amend the 2020 Budget and appropriate funds.

Consider Acceptance of  
Financial Statements:

Mr. Fitzgerald reviewed the January 31, 2021 unaudited financial statements with the Board. After review and discussion, upon motion by Director Mackey and second by Director Schiller, the Board unanimously accepted the financial statements as presented.

Consider Approval of  
Claims:

Mr. Fitzgerald reviewed the interim and current claims with the Board noting that several of the invoices were for lift station repairs to replace the pump impellers. After review and discussion, upon motion by Director Nichols and second by Director Robinson, the Board unanimously approved the claims occurring between December 1, 2020 and February 28, 2021 in the amount of \$24,020.63.

Consider Acceptance of the  
2020 Audited Financial  
Statements:

Mr. Fitzgerald reviewed the 2020 audited financial statements with the Board. Ms. Ivey stated that she had reviewed the notes and made some minor revisions of the descriptions of the agreements which are reflected in the draft provided. After review and discussion, upon motion by Director Mackey and second by Director Nichols, the Board unanimously accepted the 2020 audited financial statements as presented and directed it be filed as required by law.

Manager's Items -  
Brookhaven Lift Station  
Property:

Mr. Fitzgerald provided an update to the Board regarding the Brookhaven Lift Station Property and reported that the property owner has agreed to pay for the cost of the tree maintenance to avoid removal of the trees. An arborist will assess the needs for maintenance this spring.

Other Business:

The Board discussed holding its next meeting in person if COVID-19 restrictions would allow. Mr. Fitzgerald reported that he is retiring effective June 1<sup>st</sup> and Ms. Lane will take over

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as District Manager. The Board thanks Mr. Fitzgerald for his years of service.

Adjournment:

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

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Secretary of the Meeting