

RECORD OF PROCEEDINGS

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

OF THE

COLUMBINE WATER AND SANITATION DISTRICT

Held: Thursday, September 17, 2020 at 7:30 a.m. All participation in this meeting, including public participation, was by telephone and/or electronic means to preserve the health, safety and welfare of the public in light of the imminent threat caused by the COVID-19 pandemic via the following zoom meeting location:

<https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fus02web.zoom.us%2Fj%2F81607965109%3Fpwd%3DYTIOVGRtSCtxZE9KNndKYVc5UVFmQT09&data=01%7C01%7Cjivey%40isp-law.com%7Ce6cea2e1f9654fa6e68808d84eba6729%7C8e55246b90b14bef9dbd02c674817a7b%7C0&data=FPI9LpM%2FpaRAhyfkawZSgDBZ9I0J%2FuC5hFUCwhDobA8%3D&reserved=0> Meeting ID: 816 0796 5109, Passcode: 264888; or via telephone Dial-In Number: 1-669-900-9128

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. All participation in this meeting was via zoom meeting location or telephonic to preserve the Health, Safety and Welfare of the public in light of the imminent threat caused by the COVID-19 Pandemic.

The following directors were in attendance:

Lee Schiller, President (*via video/telephone conference*)
 Paul Robinson, Secretary (*via video/telephone conference*)
 Steven Nichols, Assistant Secretary (*via video/telephone conference*)
 Brian Mackey, Assistant Secretary (*via video/telephone conference*)

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

Stephen Reister, Treasurer

Also present were: Pat Fitzgerald and Cynthia Lane, District

RECORD OF PROCEEDINGS

- Management (*via video/telephone conference*); and Jennifer L. Ivey, Icenogle Seaver Pogue, P.C. (*via video/telephone conference*).
- Call to Order/Declaration of Quorum: 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 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: After discussion, upon motion of Director Robinson and second of Director Nichols, the Board unanimously approved the agenda as presented.
- Public Comment For Matters Not on Agenda: There were no public comments regarding items not on the agenda.
- Approval of Minutes: After review and discussion, upon motion by Director Robinson, second by Director Nichols, the Board unanimously approved the March 13, 2020 special meeting minutes for the Columbine Water and Sanitation District.
- Legal Matters - Ratification of Actions from March 13, 2020 Special Meeting: Ms. Ivey discussed with the need to ratify any formal action taken by the Board at the March 13, 2020 special meeting. After review and further discussion, upon motion by Director Schiller, second by Director Nichols, the Board unanimously ratified all formal action taken by the Board at the March 13, 2020 special meeting.

RECORD OF PROCEEDINGS

Consider Requested Tap Permits (if applicable): None.

Financial Matters –

Review Draft 2021 Budget: Mr. Fitzgerald reviewed with the Board a draft of the proposed 2021 budget. The Board reviewed and discussed various line items of the draft 2021 budget. The Board directed Ms. Ivey to publish for the public hearing on the 2021 budget for 7:30 a.m. on December 4, 2020 via zoom.

Valley Sanitation District: Ms. Lane reported that the interceptor project is in its final stages and the lift station was brought online on September 1, 2020 and is operating well.

Director Mackey joined the meeting at this time.

Annual Invoice for Capital Cost Construction Allocation: Ms. Lane presented to the Board the annual invoice for capital cost construction allocation for years 2020 and 2021. It was reported that the 2020 payment is included in the approved 2020 budget and will be paid timely. It was also reported that the 2021 payment is included in the draft 2021 budget for approval.

Quarterly Invoice for Maintenance Share: Ms. Lane discussed with the Board quarterly maintenance share with Valley Sanitation District. She noted there had been a back-up in the last quarter that would be included in the maintenance share. It was also reported that the maintenance share costs are within budgeted 2020 amounts and are also included in the draft 2021 budget.

Annual Report: Ms. Lane presented to the Board the Annual Report for Report Year 2019 for Valley Sanitation District. She noted for the board, that the maintenance share costs are within budgeted 2020 amounts (inclusive of the contingency) and are also included in the draft 2021 budget.

Approve Financial Statements and Claims: Director Schiller reviewed the current and interim claims with the Board. After review and discussion, upon motion by Director Nichols and second by Director Schiller, the Board unanimously accepted the financial statements and claims as presented. It was further noted that Ms. Shipley has been sending monthly financial statements via email and will continue to do so.

RECORD OF PROCEEDINGS

Manager's Items -

Brookhaven Lift
Station Property:

Mr. Fitzgerald discussed the survey of the Brookhaven Lift Station property with the Board and reported that it was discovered that trees planted by an adjacent property owner are located on the District's property. The Board discussed the desire not to take on liability based on the adjacent property owner's mistake and requested that Mr. Fitzgerald work with the property owner in that regard. Mr. Fitzgerald also reported that based on this survey a line item for landscape maintenance of the native grass will be included to maintain this area.

Other Business:

None.

Adjournment:

There being no further business to come before the Board of Directors, upon motion of Director Nichols and second of Director Schiller, the Board of Directors voted unanimously to adjourn the meeting.

Secretary of the District