

RECORD OF PROCEEDINGS

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

OF THE

COLUMBINE WATER AND SANITATION DISTRICT

Held: Friday, December 4, 2020 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/86000390230?pwd=M0FqNEgzK1Qya21NWXh4WXpQVmVZUT09> Meeting ID: 860 0039 0230, Passcode: 060344; 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, with the following directors in attendance:

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

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

Steve A. Reister

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:
September 17, 2020 Special
Meeting Minutes:

After review and discussion, upon motion by Director Nichols and second by Director Mackey, the Board unanimously approved the September 17, 2020 special meeting minutes for the Columbine Water and Sanitation District.

Legal Matters:
2021 Annual Administrative
Resolution and Election of
Officers:

Ms. Ivey presented the Board with a resolution adopting administrative, operational, election, meeting, directors, officers and related items for the calendar year 2021. Following Ms. Ivey's presentation, after discussion and review, upon the motion of Director Nichols and second of Director Mackey the Board voted unanimously to approve the 2021 Annual Administrative Resolution including the election of the following officers for the Board of Directors:

President/Chairman: Lee E. Schiller
Secretary: Paul Robinson
Treasurer: Stephen A. Reister

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Assistant Secretary: Steven Nichols
Assistant Secretary: Brian Mackey

Financial Matters:

Statements & Claims:

Mr. Fitzgerald reviewed the October 30, 2020 financial statements and current and interim claims with the Board. After review and discussion, upon motion by Director Nichols and second by Director Robinson, the Board unanimously accepted the financial statement and claims as presented. Director Nichols requested additional information about the budget for and cost to date of the lift station improvements being performed by Falcon Environmental Corporation. Mr. Fitzgerald stated that he would circulate that information and that the project is completed.

Public Hearing on Proposed 2021 Budget:

Upon motion by Director Robinson, second by Director Nichols and unanimous vote the Board of Directors opened a public hearing on the proposed 2021 budget consistent with published notice. There appearing no member of the public wishing to speak on the budget, upon motion by Director Robinson, second by Director Nichols and unanimous vote the Board of Directors closed the public hearing.

Consider Approval of Proposed 2021 Budget, Appropriation of Funds, and Certification of Mill Levies:

Ms. Ivey presented to the Board of Directors a Resolution for approval and adoption of the 2021 budget, appropriating funds therefore and certification of a mill levy thereunder. Mr. Fitzgerald reviewed the draft budget with the Board of Directors and noted that Ms. Ivey circulated a revised budget on December 3, 2020 via electronic mail which incorporated changes necessitated by the receipt of the final assessed valuation which was approximately \$15,000 lower than the preliminary assessed valuation. After review and discussion of the proposed 2021 budget and upon motion by Director Nichols and second by Director Mackey, the Board unanimously approved the Resolution adopting the year 2021 budget (as revised and distributed on December 3, 2020), appropriating the expenditures therefore and certifying the mill levy thereunder.

Manager's Items:

Brookhaven Lift Station Property:

Mr. Fitzgerald provided an update to the Board regarding the Brookhaven Lift Station Property and advised that the property owner understand the District's position but requested a letter to that effect. The Board of Directors directed Mr. Fitzgerald to

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prepare and transmit a letter outlining the District's position regarding the trees on its property.

Other Business:

2020 Auditor Engagement:

Ms. Ivey discussed the audit engagement for preparation of the audited financial statements by Simmons & Wheeler, P.C. for 2020 for the Board's approval. After discussion and review, and upon motion of Director Mackey and second of Director Schiller, the Board unanimously approved the engagement of the 2020 Auditor subject to Ms. Ivey's review of and satisfaction with the final engagement letter when received.

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.

DocuSigned by:


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Secretary of the Meeting