



RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE SKY RANCH COMMUNITY AUTHORITY BOARD (“CAB”) HELD JUNE 9, 2023

A regular meeting of the Board of Directors (referred to hereafter as the “**Board**”) of the CAB convened on June 9, 2023, at 8:30 a.m. at Pure Cycle Corporation, 34501 E. Quincy Ave., Bldg. 65, Suite A, Watkins, CO 80137. This CAB Board meeting was also held virtually via Microsoft Teams and by conference call. The meeting was open to the public.

Directors in Attendance Were:

Mark Harding, President
Joe Knopinski, Vice President
Kevin McNeill, Treasurer
Dirk Lashnits, Assistant Secretary

Also in Attendance Were:

Lisa Johnson, Celeste Terrell, Shauna D’Amato, and Cathee Sutton (for a portion of the meeting); CliftonLarsonAllen LLP (“CLA”)
Suzanne Meintzer, Esq.; McGeady Becher P.C.
Stan Fowler; Independent District Engineering Services, LLC (“IDES”) (for a portion of the meeting)
Cyrena Finnegan, Deb Saya, and Scott Lehman; Pure Cycle Corporation
Adam Haskin; Board Member of Sky Ranch Metropolitan District No. 1

Members of the Public:

Adam Galusha, Tanya Scott, Kale Reed, Elliot Lezov, and Tammy Lezov

**ADMINISTRATIVE
MATTERS**

Ms. Johnson called the meeting to order.

Disclosure of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. Attorney Meintzer noted that all Directors’ Disclosure Statements were filed. Attorney Meintzer requested members of the Board to disclose any potential conflicts of interest regarding any matters scheduled for discussion at this meeting and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. No additional conflicts were disclosed at the meeting.

Quorum, Location of Meeting, Posting of Meeting Notice and Agenda: Ms. Johnson



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confirmed the presence of a quorum. The Board reviewed a proposed agenda for the CAB’s regular meeting.

Following discussion, upon a motion duly made by Director Knopinski, seconded by Director McNeill and, upon vote, unanimously carried, the Board approved the agenda, as amended.

The Board discussed the requirements of Section 32-1-903(1), C.R.S., concerning the location of the CAB’s Board meeting.

Upon a motion duly made by Director Knopinski, seconded by Director McNeill and, upon vote, unanimously carried, the Board determined that certain Board members and consultants of the CAB would attend this meeting in person at the above-referenced location. However, certain other Board members and consultants of the CAB would attend this meeting via video conference or teleconference. The Board further noted that the notice of the time, date, location, and video conference/teleconference information for the meeting was duly posted and that no objections to the means of hosting the meeting were received from taxpaying electors.

Appointment of Members from Sky Ranch Metropolitan District Nos. 1, 3, and 5 to the CAB Board of Directors: The Board acknowledged the appointments of the following Directors to the CAB Board:

Mark Harding, as representative for Sky Ranch Metropolitan District No. 1;
Scott Lehman, as representative for Sky Ranch Metropolitan District No. 3; and
Joe Knopinski, Dirk Lashnits and Kevin McNeill, as representatives for Sky Ranch Metropolitan District No. 5.

Appointment of Officers: Following discussion, upon a motion duly made by Director Harding, seconded by Director Lehman and, upon vote, unanimously carried, the Board set the following slate of officers.

President:	Mark Harding
Vice President:	Joe Knopinski
Secretary:	Scott Lehman
Treasurer:	Kevin McNeill
Assistant Secretary:	Dirk Lashnits

CONSENT AGENDA The Board considered the following items under the Consent Agenda:



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- Approve Minutes of the May 12, 2023, Regular Meeting
- Ratify approval of Change Order No. 1 to Service Agreement with Consolidated Divisions Inc. d/b/a CDI Environmental Contractor for Landscape Maintenance

Upon a motion duly made by Director McNeill, seconded by Director Lehman and, upon vote, unanimously carried, the Board approved the Consent Agenda items.

PUBLIC COMMENT Kale Reed addressed the Board regarding tree replacements, weed control and oversight of the landscape maintenance scope of work.

Elliot Lezov addressed the Board regarding safety concerns within the community, including loose dogs.

Adam Galusha addressed the Board requesting an itemized report on holiday lighting services and inquired if the CAB will be requesting proposal for services this year. He also asked about the CDI contract for landscape maintenance services and requested an itemized statement of expenses related to the contract and the scope of work of the contract. Mr. Galusha also asked about the process for requesting change orders to this contract from the residents.

Tanya Scott addressed the Board regarding adding a traffic sign on Undergrove Way, indicating that the street is not an outlet or that it's a dead end. Director Harding advised he would follow up with Arapahoe County to determine possible options.

Adam Haskin addressed the Board inquiring whether vendor contracts with the CAB could be posted to the Sky Ranch website.

CITIZENS
ADVISORY
COMMITTEE
("CAC") MATTERS

CAC Presentation on Recommendations: Mr. Reed addressed the Board and reported that all items of interest at this time were discussed during the Public Comment section. Mr. Reed advised that he anticipates that more items will be presented in the coming summer months.

FINANCIAL
MATTERS

Schedule of Cash Position as of March 31, 2023, Updated as of May 31, 2023, Accounts Receivable Summaries, Tax Schedules, and Developer Advance Schedule: Following a presentation by Ms. Sutton, upon a motion duly made by Director McNeill, seconded by Director Lashnits and, upon vote, unanimously carried, the Board accepted the Schedule of Cash Position as of March 31, 2023, updated as of May 31, 2023, the accounts receivable summaries, tax schedules and developer advance schedule.



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Payables through June 1, 2023: The Board reviewed the payables through June 1, 2023. Following review, upon a motion duly made by Director Harding, seconded by Director Lehman and, upon vote, unanimously carried, the Board approved the payables through June 1, 2023, in the amount of \$242,227.52.

Repayment of Developer Advances: The Board discussed available funds for repayment of developer advances. Following discussion, upon a motion duly made by Director Harding, seconded by Director McNeill and, upon vote, unanimously carried, the Board approved a repayment of developer advances to Pure Cycle Corporation in the amount of \$250,000 from the General Fund, and the current funds available in the Regional Improvements Fund.

2022 Audit: Ms. Sutton presented the 2022 draft Audit to the Board. Following review and discussion, upon a motion duly made by Director Harding, seconded by Director McNeill and, upon vote, unanimously carried, the Board accepted the 2022 draft Audit, subject to final review by the CAB Treasurer, legal counsel, and a clean opinion letter from the auditor, and authorized execution of the legal representation letter.

CONSTRUCTION MATTERS

Project Manager's Report: Director Lashnits presented the Project Manager's Report.

Cost Certification Report No. 7 – Filing Nos. 4-7 by Independent District Engineering Services, LLC (“IDES”) in the Amount of \$2,422,765.65: Mr. Fowler presented the report. Following discussion, upon a motion duly made by Director McNeill, seconded by Director Lashnits and, upon vote, unanimously carried, the Board approved Cost Certification Report No. 4 – Filing Nos. 4-7 by IDES in the amount of \$2,422,765.65.

Engineers Report: Mr. Fowler presented the Engineer's Report to the Board.

PHASE 1 (FILING NOS. 1, 2 AND 3) CONSTRUCTION MATTERS:

Drainage and Utilities: None.

Roadway Improvements: None.

Grading/Earthwork: None.

Landscape Improvements:

Phase 1: None.



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Phase 2: None.

Phase 3: None.

PHASE II (FILING NO. 4) CONSTRUCTION MATTERS:

Grading/Earthwork: None.

Drainage and Utilities: None.

Erosion Control: None.

Roadway Improvements:

Paving/Asphalt: None.

Concrete/Striping/Signage:

Change Order No. 12 to the Construction Contract with Premier Earthworks & Infrastructure, Inc. (“PEI”) for Costs Associated with Additional Scope of Wet Utility Work Along 6th Avenue, 8th Street, and Carrie Street, in an Amount Not to Exceed \$43,305.20: Following discussion, upon a motion duly made by Director Lashnits, seconded by Director Lehman and, upon vote, unanimously carried, the Board approved Change Order No. 12 to the Construction Contract with PEI for costs associated with additional scope of wet utility work along 6th Avenue, 8th Street, and Carrie Street, in an amount not to exceed \$43,305.20.

Change Order No. 13 to the Construction Contract with PEI for Costs Associated with Additional Scope of Potholing at East 10th Drive and North Monaghan Road, in an Amount Not to Exceed \$2,839.03: Following discussion, upon a motion duly made by Director Lashnits, seconded by Director Lehman and, upon vote, unanimously carried, the Board approved Change Order No. 13 to the Construction Contract with PEI for costs associated with additional scope of potholing at East 10th Drive and North Monaghan Road, in an amount not to exceed \$2,839.03.

Pay Application No. 16 to the Construction Contract with PEI in the Amount of \$43,837.02: Following discussion, upon a motion duly made by



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Director Lashnits, seconded by Director Lehman and, upon vote, unanimously carried, the Board approved Pay Application No. 16 to the Construction Contract with PEI in the amount of \$43,837.02.

Landscape: None.

Fencing:

Pay Application No. 5 to the Fencing Installation Contract with Pure Cycle Corporation in the Amount of \$11,030.30: Following discussion, upon a motion duly made by Director Lashnits, seconded by Director Lehman and, upon vote, unanimously carried, the Board approved Pay Application No. 5 to the Fencing Installation Contract with Pure Cycle Corporation in the amount of \$11,030.30.

PHASE II (FILING NO. 5) CONSTRUCTION MATTERS:

Grading/earthwork: None.

Drainage and Utilities: None.

Erosion Control: None.

Roadway Improvements:

Paving/Asphalt: None.

Concrete/Striping/Signage: None.

Landscape: None.

LEGAL MATTERS

Executive Session: The Board determined that an Executive Session was not necessary.

COMMUNITY MANAGEMENT / COVENANT CONTROL / OPERATIONS

Community Manager's Report: Ms. Terrell presented updates to her report to the Board.




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OTHER BUSINESS **Quorum for July 14, 2023 Board Meeting:** Ms. Johnson requested that the Board cancel the regular meeting scheduled for July 14, 2023, and to instead schedule a special meeting to be held on July 21, 2023.

ADJOURNMENT There being no further business to come before the Board at this time, following a motion duly made by Director McNeill, seconded by Director Lehman and, upon vote, unanimously carried, the Board adjourned the meeting at 10:40 a.m.

Respectfully submitted,

By: _____
 Secretary for the Meeting

DocuSigned by:

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Certificate Of Completion

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Client Name: Sky Ranch CAB	
Client Number: A206873-OS09-2023	
Source Envelope:	
Document Pages: 7	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
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Time Zone: (UTC-06:00) Central Time (US & Canada)	220 S 6th St Ste 300
	Minneapolis, MN 55402-1418
	Cindy.Jenkins@claconnect.com
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Status: Original	Holder: Cindy Jenkins	Location: DocuSign
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Scott Lehman
 selehman@purecycwater.com
 Security Level: Email, Account Authentication (None)

Signature

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 Accepted: 7/26/2023 4:41:34 PM
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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/26/2023 2:15:42 PM
Certified Delivered	Security Checked	7/26/2023 4:41:34 PM
Signing Complete	Security Checked	7/26/2023 4:42:01 PM
Completed	Security Checked	7/26/2023 4:42:01 PM
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