



## RECORD OF PROCEEDINGS

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### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE SKY RANCH COMMUNITY AUTHORITY BOARD (“CAB”) HELD AUGUST 11, 2023

A regular meeting of the Board of Directors (referred to hereafter as the “**Board**”) of the CAB convened on August 11, 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  
Scott Lehman, Secretary  
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 and Nick Merelli; Independent District Engineering Services, LLC (“**IDES**”) (for a portion of the meeting)  
Cyrena Finnegan, Deb Saya and Marc Spezialy; Pure Cycle Corporation

**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 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



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Director Lashnits 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 Lashnits 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.

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

- Approve Minutes of the July 21, 2023 Special Meeting

Upon a motion duly made by Director Lashnits, seconded by Director Knopinski and, upon vote, unanimously carried, the Board approved the Consent Agenda item, subject to minor clerical revisions.

PUBLIC COMMENT None.

CITIZENS  
ADVISORY  
COMMITTEE  
("CAC") MATTERS

CAC Presentation on Recommendations: None.

FINANCIAL  
MATTERS

Schedule of Cash Position as of March 31, 2023, Updated as of July 31, 2023, Accounts Receivable Summaries, Tax Schedules, and Developer Advance Schedule: Following a presentation by Ms. Sutton, upon a motion duly made by Director Harding, 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 July 31, 2023, the accounts receivable summaries, tax schedules and developer advance schedule.

Payables through August 3, 2023: The Board reviewed the payables through August 3, 2023. Following review, upon a motion duly made by Director Knopinski, seconded by Director Lashnits and, upon vote, unanimously carried, the Board approved the payables through August 3, 2023, in the amount of \$1,177,106.61.



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### CONSTRUCTION MATTERS

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

**Task Order No. 2 with CMS Environmental Solutions, LLC for SWMP/GESC Inspections for Filing 5 in the Amount of \$7,110.00:** Following discussion, upon a motion duly made by Director Lashnits, seconded by Director Knopinski and, upon vote, unanimously carried, the Board approved Task Order No. 2 with CMS Environmental Solutions, LLC for SWMP/GESC inspections for Filing 5 in the amount of \$7,110.00.

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

**Cost Certification Report No. 8 for Phase II, Filing Nos. 4-7, Prepared by IDES in the Amount of \$1,089,458.16:** Mr. Fowler presented Cost Certification Report No. 8 to the Board. Following discussion, the Board took no action and determined to revisit the matter at the September Board meeting.

**Bids for Filing No. 5 Street Improvement:** Mr. Fowler addressed the Board, noting that bids for Filing No. 5 Street Improvements are due on August 16<sup>th</sup>, and IDES will provide a summary of all bids received and any recommendations. The Board assigned a committee to review the bids and summary prior to the September Board meeting. Following discussion, upon a motion duly made by Director Knopinski, seconded by Director Lehman and, upon vote, unanimously carried, the Board appointed Directors Harding and Lashnits to the committee and authorized them to approve a notice of award of the contract and proceed to contract, subject to final review by legal counsel.

### **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.

*Phase 2:* None.

*Phase 3:* None.



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### **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. 14 to the Construction Contract with Premier Earthworks & Infrastructure, Inc. ("PEI") for costs associated with additional scope for striping on Carrie Street in an amount not to exceed \$11,536.88:** Following discussion, upon a motion duly made by Director Lashnits, seconded by Director Knopinski and, upon vote, unanimously carried, the Board approved Change Order No. 14 to the Construction Contract with PEI for costs associated with additional scope for striping on Carrie Street in an amount not to exceed \$11,536.88.

**Change Order No. 15 to the Construction Contract with PEI for costs associated with additional scope for rough grading on the east side of E. 10<sup>th</sup> Drive and N. Monaghan Road intersection in an amount not to exceed \$5,634.22:** Following discussion, upon a motion duly made by Director Lashnits, seconded by Director Knopinski and, upon vote, unanimously carried, the Board approved Change Order No. 15 to the Construction Contract with PEI for costs associated with additional scope for rough grading on the east side of E. 10<sup>th</sup> Drive and N. Monaghan Road intersection in an amount not to exceed \$5,634.22.

**Change Order No. 16 to the Construction Contract with PEI for costs associated with requested additional curb ramps and sidewalk work along the west side of Monaghan Road in an amount not to exceed \$27,051.40:** Following discussion, upon a motion duly made by Director Lashnits, seconded by Director Knopinski and, upon vote, unanimously carried, the Board approved Change Order No. 16 to the Construction Contract with PEI



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for costs associated with requested additional curb ramps and sidewalk work along the west side of Monaghan Road in an amount not to exceed \$27,051.40.

### **Landscape:**

**Pay Application No. 8 to the Construction Contract with Consolidated Divisions Inc. d/b/a CDI Environmental Contractor ("CDI") in the Amount of \$137,809.38:** Following discussion, upon a motion duly made by Director Lashnits, seconded by Director Knopinski and, upon vote, unanimously carried, the Board approved Pay Application No. 8 to the Construction Contract with CDI in the amount of \$137,809.38.

### **Fencing:**

**Change Order No. 3 to the Fence Installation Contract with Pure Cycle Corporation ("Pure Cycle") for costs associated with stocking additional column caps for future maintenance and repairs in an amount not to exceed \$1,429.57:** Following discussion, upon a motion duly made by Director Lashnits, seconded by Director Knopinski and, upon vote, unanimously carried, the Board approved Change Order No. 3 to the Fence Installation Contract with Pure Cycle for costs associated with stocking additional column caps for future maintenance and repairs in an amount not to exceed \$1,429.57.

**Change Order No. 4 to the Fence Installation Contract with Pure Cycle for costs associated with stocking additional fencing for future maintenance and repairs in an amount not to exceed \$5,367.02:** Following discussion, upon a motion duly made by Director Lashnits, seconded by Director Knopinski and, upon vote, unanimously carried, the Board approved Change Order No. 4 to the Fence Installation Contract with Pure Cycle for costs associated with stocking additional fencing for future maintenance and repairs in an amount not to exceed \$5,367.02.

**Pay Application No. 6 to the Fence Installation Contract with Pure Cycle in an amount not to exceed \$23,728.50:** Following discussion, upon a motion duly made by Director Lashnits, seconded by Director Knopinski and, upon vote, unanimously carried, the Board approved Pay Application No. 6 to the Fence Installation Contract with Pure Cycle in an amount not to exceed \$23,728.50.

### **PHASE II (FILING NO. 5) CONSTRUCTION MATTERS:**



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**Grading/earthwork:** None.

**Drainage and Utilities:**

**Pay Application No. 2 to the Construction Contract with American West Construction, LLC in the Amount of \$505,761.00:** Following discussion, upon a motion duly made by Director Lashnits, seconded by Director Knopinski and, upon vote, unanimously carried, the Board approved Pay Application No. 2 to the Construction Contract with American West Construction, LLC in the amount of \$505,761.00.

**Erosion Control:** None.

**Roadway Improvements:**

*Paving/Asphalt:* None.

*Concrete/Striping/Signage:* None.

**Landscape:** None.

**LEGAL MATTERS**

**Landscape Agreement with Arapahoe County:** Attorney Meintzer presented the draft Landscape Agreement with Arapahoe County to the Board. Potential minor revisions were discussed. Following review and discussion, upon a motion duly made by Director Knopinski, seconded by Director Lashnits and, upon vote, unanimously carried, the Board approved the Landscape Agreement.

**Budget Process and Annual Meeting:** Attorney Meintzer discussed the new legislation requirements with the Board. Annual meeting will be held at 8:00 a.m. prior to the November regular meeting.

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

**COMMUNITY  
MANAGEMENT /  
COVENANT  
CONTROL /  
OPERATIONS**

**Landscaping Issues:** Ms. Terrell and Ms. Johnson addressed the Board regarding complaints concerning weeds in the landscaping and advised they would be working closely with the landscape vendor to address the issues.

**Community Manager's Report:** Ms. Terrell presented her report to the Board. The Board discussed drainage issues along the back side of Vandriver. Further research will be done, and findings will be reported at a future meeting.



**Certificate Of Completion**

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Subject: Complete with DocuSign: Sky Ranch CAB - MINUTES - 08-11-2023 Regular Mtg (CAB) (revised).pdf	
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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	Minneapolis, MN 55402-1418
	Cindy.Jenkins@claconnect.com
	IP Address: 65.59.88.254

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Status: Original	Holder: Cindy Jenkins	Location: DocuSign
9/18/2023 8:57:04 AM	Cindy.Jenkins@claconnect.com	

**Signer Events**

Scott Lehman  
 slehman@purecyclewater.com  
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 Security Level: Email, Account Authentication (None)

**Signature**

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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/18/2023 9:02:18 AM
Certified Delivered	Security Checked	9/18/2023 9:39:07 AM
Signing Complete	Security Checked	9/18/2023 9:39:13 AM
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