



RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE SKY RANCH COMMUNITY AUTHORITY BOARD (“CAB”) HELD OCTOBER 14, 2022

A regular meeting of the Board of Directors (referred to hereafter as the “Board”) of the CAB convened on October 14, 2022 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
Kevin McNeill, Treasurer
Scott Lehman, Secretary

Absent and excused were Directors Joe Knopinski and Dirk Lashnits.

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 (for a portion of the meeting); Independent District Engineering Services, LLC (“IDES”)
Cyrena Finnegan and Deb Saya; Pure Cycle Corporation

Members of the Public:

None.

**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. Ms. Johnson 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



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CAB's regular meeting.

Following discussion, upon a motion duly made by Director Harding, seconded by Director McNeill and, upon vote, unanimously carried, the Board approved the agenda, and excused the absence of Directors Knopinski and Lashnits.

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 Harding, 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.

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

- Approve Minutes of the September 9, 2022 Regular Meeting.
- Approve Minutes of the August 19, 2022 Special Meeting.

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

PUBLIC COMMENT There were no public comments.

CITIZENS
ADVISORY
COMMITTEE
("CAC") MATTERS

CAC Presentation on Recommendations: None.

FINANCIAL
MATTERS

Unaudited Financial Statements as of June 30, 2022, Schedule of Cash Position, Updated as of October 3, 2022, 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 Lehman and, upon vote, unanimously carried, the Board accepted the Unaudited Financial Statements as of June 30, 2022, the Schedule of Cash Position, updated as of October 3, 2022, the accounts



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receivable summaries, tax schedules and developer advance schedule.

Payables through October 7, 2022: The Board reviewed the updated payables through October 7, 2022. Following review, upon a motion duly made by Director Harding, seconded by Director Lehman and, upon vote, unanimously carried, the Board approved the updated payables through October 7, 2022, in the amount of \$635,078.93.

2022 Budget Amendment (First Reading): Ms. Sutton presented the proposed amendment to the 2022 Budget to the Board. No action was taken.

2023 Draft Budget (First Reading): Ms. Sutton presented the 2023 Draft Budget to the Board. No action was taken.

CONSTRUCTION MATTERS

Project Manager's Report: The Board reviewed the Project Manager's Report.

Task Order No. 9 to the Master Services Agreement (MSA) with CTL Thompson, Inc. for Utility and Streets Testing for Carrie St. in the Amount of \$84,495.00: Following discussion, upon a motion duly made by Director McNeill, seconded by Director Lehman and, upon vote, unanimously carried, the Board approved Task Order No. 9 to the MSA with CTL Thompson, Inc. for utility and streets testing for Carrie St. in the amount of \$84,495.00.

Task Order No. 10 to the Master Services Agreement ("MSA") with KT Engineering for Dry Utility and Landscape Staking in the Amount of \$10,655.00: Following discussion, upon a motion duly made by Director McNeill, seconded by Director Lehman and, upon vote, unanimously carried, the Board approved Task Order No. 10 to the MSA with KT Engineering for dry utility and landscape staking in the amount of \$10,655.00.

Task Order No. 11 to the Master Services Agreement ("MSA") with KT Engineering for 8th Avenue Extension Staking in the Amount of \$10,250.00: Following discussion, upon a motion duly made by Director McNeill, seconded by Director Lehman and, upon vote, unanimously carried, the Board approved Task Order No. 11 to the MSA with KT Engineering for 8th Avenue extension staking in the amount of \$10,250.00.

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

Cost Certification Report No. 6 – Filing Nos. 1-3 by Independent District Engineering Services, LLC ("IDES") in the Amount of \$999,105.92: Mr. Fowler



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presented Cost Certification Report No. 6 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 approved Cost Certification Report No. 6 – Filing Nos. 1-3 by IDES for an amount of \$999,105.92.

Cost Certification Report No. 5 – Filing Nos. 4-7 by Independent District Engineering Services, LLC (“IDES”) in the Amount of \$92,851.61: Mr. Fowler presented Cost Certification Report No. 5 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 approved Cost Certification Report No. 5 – Filing Nos. 4-7 by IDES for an amount of \$92,851.16.

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.

PHASE II (FILING NO. 4) CONSTRUCTION MATTERS:

Grading/Earthwork: None.

Drainage and Utilities:

Change Order No. 14 to the Construction Contract with Nelson Pipeline Constructors, LLC. for Costs Associated with Mobilization, Acquiring Materials and Installing additional Potable and Non-Potable Public Infrastructure at the Intersection of Carrie St. and E. 8th Pl. in the Amount of \$152,281.00: Following discussion, upon a motion duly made by Director McNeill, seconded by Director Lehman and, upon vote, unanimously carried, the



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Board approved Change Order No. 14 to the Construction Contract with Nelson Pipeline Constructors, LLC. for costs associated with mobilization, acquiring materials and installing additional potable and non-potable public infrastructure at the intersection of Carrie St. and E. 8th Pl. in the amount of \$152,281.00.

Pay Application No. 17 to the Construction Contract with Nelson Pipeline Constructors, LLC in the Amount of \$144,666.95: Following discussion, upon a motion duly made by Director McNeill, seconded by Director Lashnits and, upon vote, unanimously carried, the Board approved Pay Application No. 17 to the Construction Contract with Nelson Pipeline Constructors, LLC, in the amount of \$144,666.95.

Erosion Control: None.

Roadway Improvements:

Paving/Asphalt:

Change Order No. 11 to the Paving Contract with Martin Marietta Materials, Inc. for Costs Associated with Grading and Balancing of Monaghan Road and the Intersection of E. 8th Pl. & North Carrie St., Public Roadways and Pavement Adjustments Due to Pavement Cross Section Revisions and Additional Requested Scope in the Amount of \$26,228.00:

Following discussion, upon a motion duly made by Director McNeill, seconded by Director Lehman and, upon vote, unanimously carried, the Board approved Change Order No. 11 to the Paving Contract with Martin Marietta Materials, Inc. for costs associated with grading and balancing of Monaghan Road and the intersection of E. 8th Pl. & North Carrie St., public roadways and pavement adjustments due to pavement cross section revisions and additional requested scope in the amount of \$26,228.00.

Pay Application No. 10 to the Paving Contract with Martin Marietta Materials, Inc. in the Amount of \$55,299.98: Following discussion, upon a motion duly made by Director McNeill, seconded by Director Lehman and, upon vote, unanimously carried, the Board approved Pay Application No. 10 to the Paving Contract with Martin Marietta Materials, Inc. in the amount of \$55,299.98.

Concrete/Striping/Signage: None.

Landscape:



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Pay Application No. 1 to the Landscape Installation Contract with Consolidated Divisions, Inc. in the Amount of \$185,506.06: Following discussion, upon a motion duly made by Director McNeill, seconded by Director Lehman and, upon vote, unanimously carried, the Board approved Pay Application No. 1 to the Landscape Installation Contract with Consolidated Divisions, Inc. in the amount of \$185,506.06.

PHASE II (FILING NO. 5) CONSTRUCTION MATTERS:

Grading/earthwork: None.

Drainage and Utilities: Mr. Fowler presented IDES's bid analysis to the Board. Following discussion and considering the timing of the work, the Board determined to defer action on this contract at this time.

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.

Family Medical Leave Insurance ("FAMLI") Program: Following discussion, upon a motion duly made by Director Harding, seconded by Director McNeill and, upon vote, unanimously carried, the Board authorized legal counsel to opt the CAB out of the Family Medical Leave Insurance Program, if necessary.

COMMUNITY MANAGEMENT / COVENANT CONTROL / OPERATIONS

Snow Removal Proposal from Brightview Landscape Services, Inc. for 2022/2023 Services: Following discussion, upon a motion duly made by Director Harding, seconded by Director Lehman and, upon vote, unanimously carried, the Board authorized Directors Lashnits and McNeill to review the proposals received and engage a contract for 2023 snow removal services.

Certificate Of Completion

Envelope Id: B1A5D3BB23994368A59BF59C9E747335	Status: Completed
Subject: Complete with DocuSign: Sky Ranch CAB - Minutes & Meeting Resolution	
Client Name: Sky Ranch CAB	
Client Number: A206873-OS09-2022	
Source Envelope:	
Document Pages: 10	Signatures: 3
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Cindy Jenkins
Time Zone: (UTC-06:00) Central Time (US & Canada)	220 S 6th St Ste 300
	Minneapolis, MN 55402-1418
	Cindy.Jenkins@claconnect.com
	IP Address: 67.176.12.84

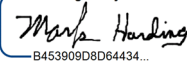
Record Tracking

Status: Original	Holder: Cindy Jenkins	Location: DocuSign
12/15/2022 5:40:22 PM	Cindy.Jenkins@claconnect.com	

Signer Events

Mark Harding
 mharding@purecycwater.com
 President
 Sky Ranch CAB
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 B453909D8D64434...
 Signature Adoption: Drawn on Device
 Using IP Address: 204.134.145.82


Timestamp

Sent: 12/15/2022 5:43:01 PM
 Viewed: 12/16/2022 7:38:26 AM
 Signed: 12/16/2022 7:39:04 AM

Electronic Record and Signature Disclosure:

Accepted: 12/16/2022 7:38:26 AM
 ID: 68cdf22-026c-476b-855a-0fa68f78b8ee

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

DocuSigned by:

 D6443E14650C499...
 Signature Adoption: Pre-selected Style
 Using IP Address: 204.134.145.82

Sent: 12/16/2022 7:39:06 AM
 Viewed: 12/16/2022 9:27:51 AM
 Signed: 12/16/2022 9:28:05 AM

Electronic Record and Signature Disclosure:

Accepted: 12/16/2022 9:27:51 AM
 ID: 5666d281-0f79-44d2-a59d-b7646ed084a9

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/15/2022 5:43:01 PM
Certified Delivered	Security Checked	12/16/2022 9:27:51 AM
Signing Complete	Security Checked	12/16/2022 9:28:05 AM
Completed	Security Checked	12/16/2022 9:28:05 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

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