

RECORD OF PROCEEDINGS

**MINUTES OF THE REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
NORTHERN DOUGLAS COUNTY WATER AND SANITATION DISTRICT
HELD
NOVEMBER 28, 2023**

A Regular Meeting of the Board of Directors (the “Board”) of the Northern Douglas County Water and Sanitation District (the “District”) was held on Tuesday, November 28, 2023, at 8:30 a.m., at the offices of CliftonLarsonAllen LLP, 8390 E. Crescent Parkway, Suite 300, Greenwood Village, CO 80111, and by video-enabled web conference via Microsoft Teams. The meeting was open to the public.

ATTENDANCE

In Attendance:

Eric Keesen, President
Blair Zimmerman, Vice-President/Asst. Secretary (via videoconference)
Thomas Cisek, Treasurer (via videoconference)
Michael Perlman, Secretary (via videoconference)

Also in Attendance:

Matt Urkoski, Shauna D’Amato and Seef LeRoux; CliftonLarsonAllen LLP (“CLA”)
Barbara T. Vander Wall, Esq. and Marissa Peck, Esq.; Seter & Vander Wall, P.C.
Aimee Chalus and Greg Sekera (via videoconference); Kennedy Jenks
Kevin Collins, Member of the public

ADMINISTRATIVE
MATTERS

Call to Order and Approve Agenda: Mr. Urkoski called the meeting to order at 8:33 a.m. Upon a motion duly made by Director Keesen, seconded by Director Perlman and, upon vote, unanimously carried, the Board approved the agenda, as presented.

Conflicts of Interest and Directors’ Fees: Ms. Vander Wall noted that disclosures of potential conflict of interest statements had been filed with the Secretary of State at least 72 hours in advance of the meeting in accordance with statute. No additional conflicts were disclosed. Upon a motion duly made by Director Keesen, seconded by Director Perlman and, upon vote, unanimously carried, the Board approved the Directors’ fees.

Quorum, location of meeting and posting meeting notice: A quorum was confirmed based on attendance of Directors via physical and web conference locations. Public participation is made available via physical and web conference locations. The Board further noted that notice of the meeting date, time, location and video link information was duly posted.

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Public Comment: None.

Minutes of the October 24, 2023 Regular Board Meeting: Following discussion, upon a motion duly made by Director Perlman, seconded by Director Keesen and, upon vote, unanimously carried, the Board approved the minutes from the October 24, 2023 regular Board meeting, as presented.

2024 Insurance Renewal and Membership in the Special District Association: Mr. Urkoski reviewed the 2024 insurance renewal with the Board. Following discussion, upon a motion duly made by Director Perlman, seconded by Director Cisek and, upon vote, unanimously carried, the Board approved the 2024 insurance renewal and authorized membership in the Special District Association.

FINANCIAL MATTERS

Claims: Mr. LeRoux reviewed the claims with the Board. Upon a motion duly made by Director Keesen, seconded by Director Perlman and, upon vote, unanimously carried, the Board approved and/or ratified approval of the claims.

October 31, 2023 Unaudited Financial Statements: Mr. LeRoux reviewed the October 31, 2022 Unaudited Financial Statements with the Board. Following discussion, upon a motion duly made by Director Perlman, seconded by Director Keesen and, upon vote, unanimously carried, the Board accepted the October 31, 2023 Unaudited Financial Statements.

Public Hearing to Consider Amendment of the 2023 Budget, Resolution to Amend the 2023 Budget: It was noted that an amendment to the 2023 budget is not needed.

Public Hearing on the Proposed 2024 Budget and Resolution to Adopt the 2024 Budget and Appropriate Sums of Money to Set Mill Levies: Mr. LeRoux reviewed the proposed 2024 budget with the Board. Director Keesen opened the public hearing at 9:02 a.m. to consider the proposed 2024 Budget and to discuss related issues.

It was noted that Notice stating that the Board would consider adoption of the 2024 budget and the date, time and place of the public hearing was published pursuant to statute. No written objections were received prior to the public hearing.

No public comments were received, and the Director Keesen closed the public hearing at 9:02 a.m.

Following discussion, upon motion duly made by Director Keesen, seconded and, upon vote, unanimously carried, the Board approved the 2024 Budget, as proposed, and adopted the Resolution to Appropriate

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Sums of Money and Set Mill Levies, subject to receipt of final assessed valuation and information provided by the Centennial Water & Sanitation District (CWSD).

Execution of DLG-70 Certification of Tax Levies: The Board acknowledge the District Accountant will execute the DLG-70 Certification of Tax Levies.

CliftonLarsonAllen LLP Master Services Agreement and Statement(s) of Work for 2024: Mr. Urkoski reviewed the Master Services Agreement and Statement(s) of Work with the Board. Following review and discussion, upon a motion duly made by Director Perlman, seconded by Director Cisek and, upon vote, unanimously carried, the Board approved the CliftonLarsonAllen LLP Master Services Agreement and Statement(s) of Work for 2024.

Discussion ensued regarding ADA compliance for websites in 2024.

2023 Audit Engagement Letter from Wipfli: Mr. LeRoux reviewed the 2023 Audit Engagement Letter with the Board. Following discussion, upon a motion duly made by Director Keesen, seconded by Director Perlman and, upon vote, unanimously carried, the Board approved the 2023 Audit Engagement Letter from Wipfli, subject to receipt of an updated engagement letter.

MANAGER
MATTERS

None.

LEGAL MATTERS

Extension of MOU with CWSD for Turf Conversion Reviews: Attorney Vander Wall reviewed the extension with the Board. Following discussion, upon a motion duly made by Director Keesen, seconded by Director Cisek and, upon vote, unanimously carried, the Board approved the Extension of Memorandum of Understanding with CWSD for turf conversion reviews.

2024 Annual Administrative Resolution: Attorney Vander Wall reviewed the Resolution with the Board. Following discussion, upon a motion duly made by Director Keesen, seconded by Director Perlman and, upon vote, unanimously carried, the Board approved the 2024 Annual Administrative Resolution, as amended.

ENGINEER
MATTERS

Engineering Information Reports: Mr. Sekera reviewed the engineering reports provided in the meeting packet with the Board. No action was taken.

Task Order No. 1 Between the District and C&L Water Solutions, Inc. for Replacement of Master Meters in the Amount of \$105,300.00: Mr. Sekera reviewed Task Order No. 1 with the Board. Following discussion, upon a motion duly made by Director Cisek, seconded by Director Perlman

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and, upon vote, unanimously carried, the Board ratified approval of Task Order No. 1 between the District and C&L Water Solutions, Inc. for replacement of master meters in the amount of \$105,300.00

DIRECTOR
MATTERS

None.

OTHER BUSINESS

The Board confirmed a quorum for the next meeting, scheduled for December 19, 2023.

ADJOURNMENT

Upon a motion duly made by Director Perlman, seconded by Keesen and, upon vote, unanimously carried, the Board adjourned the meeting at 9:48 a.m.

Respectfully submitted,

DocuSigned by:
Michael Perlman
14A4082CEC464AF
Secretary for the Meeting

Certificate Of Completion

Envelope Id: C2140144A35943D2A981883A156290B3	Status: Completed
Subject: Complete with DocuSign: Minutes 11-28-2023 Regular Mtg Minutes - Legal.pdf	
Client Name: Northern Douglas County Water & Sanitation District	
Client Number: A519561	
Source Envelope:	
Document Pages: 4	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Marlena Brzeska-Cloyd
Time Zone: (UTC-06:00) Central Time (US & Canada)	220 S 6th St Ste 300
	Minneapolis, MN 55402-1418
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Michael Perlman
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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
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 Sent	Hashed/Encrypted	12/20/2023 6:03:19 PM
Certified Delivered	Security Checked	12/21/2023 10:34:24 AM
Signing Complete	Security Checked	12/21/2023 10:35:07 AM
Completed	Security Checked	12/21/2023 10:35:07 AM

Payment Events	Status	Timestamps
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