

## RECORD OF PROCEEDINGS

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### MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE NORTHERN DOUGLAS COUNTY WATER AND SANITATION DISTRICT HELD SEPTEMBER 26, 2023

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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, September 26, 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  
Michael Perlman, Secretary  
Thomas Cisek, Treasurer

##### Also in Attendance:

Nic Carlson, Shauna D’Amato, and Seef LeRoux; CliftonLarsonAllen LLP (“CLA”)  
Barbara T. Vander Wall, Esq.; Seter & Vander Wall, P.C.  
Greg Sekera and Aimee Chalus; Kennedy Jenks  
Kevin Collins; Member of the Public

#### ADMINISTRATIVE MATTERS

**Call to Order and Approve Agenda:** Director Keesen called the meeting to order at 8:36 a.m. Upon a motion duly made by Director Perlman, seconded by Director Keesen 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 seventy-two hours in advance of the meeting in accordance with statute. No additional conflicts were disclosed.

Upon a motion duly made by Director Cisek, seconded by Director Keesen 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 web conference. Public participation is made available via web conference. The Board further noted that notice of the meeting date, time, location and video link

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information was duly posted.

**Public Comment:** None.

**Minutes of August 22, 2023 regular Board meetings:** Following discussion, upon a motion duly made by Director Perlman, seconded by Director Cisek and, upon vote, unanimously carried, the Board approved the minutes of the August 22, 2023 regular Board meeting as presented.

**FINANCIAL MATTERS**

**Claims:** Mr. Le Roux 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 in the amount of \$334,295.96.

**August 31, 2023 Unaudited Financial Statements:** Mr. Le Roux reviewed the unaudited financial statements with the Board. Following discussion, upon a motion duly made by Director Perlman, seconded by Director Cisek and, upon vote, unanimously carried, the Board accepted the August 31, 2023 unaudited financial statements.

**MANAGER MATTERS**

None.

**LEGAL MATTERS**

**Xcel Request for Power Pole in Easement at 13153 Highland Circle; Consider approval of Consent Agreement:** Attorney Vander Wall reviewed the request from Xcel for the installation, maintenance, and repairs of a utility pole within the District’s existing sewer easement, to accommodate the expansion of Highway 85. She noted that according to Xcel, this location as the only option for installation of the required utility pole. Ms. Vander Wall reviewed the proposed Consent Agreement with Public Service Company, and the terms and conditions under which the District would consent to the utility pole. Following further discussion, upon a motion duly made by Director Cisek, seconded by Director Perlman and, upon vote, unanimously carried, the Board approved the Consent Agreement as presented.

**ENGINEER MATTERS**

**Engineering Information Reports:** Greg Sekera reviewed the report included in the meeting packet. The Board discussed bidding out specified repair and maintenance items if C&L is unable to perform the work. Mr. Sekera agreed to provide a cost estimate that can be considered in the District’s 2024 budget.

**Status master meter replacements and backflow devices:** Mr. Sekera provided an update. He advised that the District has submitted to CWSD the District’s backflow device 60% design plans for review.

**Proposal from Badger Meter for the purchase of 10-inch meters in the amount of \$89,990.25:** Mr. Sekera reviewed the proposal with the Board.

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Following discussion, upon a motion duly made by Director Keesen, seconded by Director Zimmerman and, upon vote, unanimously carried, the Board approved the proposal from Badger Meter for the purchase of 10-inch meters in the amount of \$89,990.25.

DIRECTOR  
MATTERS

**Quorum for October 24, 2023 regular Board meeting:** A quorum was confirmed.

OTHER BUSINESS

None.

ADJOURNMENT

Upon a motion duly made by Director Keesen, the Board adjourned the meeting at 10:07 a.m.

Respectfully submitted,

DocuSigned by:

*Michael Perlman*

14A4082CEC464AF...  
Secretary for the Meeting

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Client Number: A519561	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 5	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
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Michael Perlman  
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<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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