

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE NORTHERN DOUGLAS COUNTY WATER AND SANITATION DISTRICT HELD FEBRUARY 27, 2024

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, February 27, 2024, 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 was absent and excused.

Also in Attendance:

Shauna D’Amato, Nicholas Carlson, Seef Le Roux, Tiffany LeHerr and Andrew Mulder; CliftonLarsonAllen LLP (“CLA”)
Barbara T. Vander Wall, Esq.; Seter & Vander Wall, P.C.
Greg Sekera and Aimee Chalus; Kennedy Jenks
Thomas Santili and Kevin Collins, Members of the public

ADMINISTRATIVE MATTERS

Call to Order and Approve Agenda: Director Keesen called the meeting to order at 8:32 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: Mr. Carlson confirmed a quorum 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. Director Cisek’s absence was noted and excused.

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Public Comment: None.

Minutes of the January 23, 2024 Regular Board Meeting: Following review, upon a motion duly made by Director Perlman, seconded by Director Zimmerman and, upon vote, unanimously carried, the Board approved the minutes from the January 23, 2024 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 Zimmerman and, upon vote, unanimously carried, the Board approved and/or ratified approval of the claims.

January 31, 2024 Unaudited Financial Statements: Mr. Le Roux reviewed the December 31, 2023 Unaudited Financial Statements with the Board. Following discussion, upon a motion duly made by Director Keesen, seconded by Director Perlman and, upon vote, unanimously carried, the Board accepted the January 31, 2024 Unaudited Financial Statements, as presented.

District's Financials, Maturing Bonds and Market Outlook for 2024: Ms. LeHerr presented to the Board the District's financials, maturing bonds and the market outlook for 2024. Discussion ensued. No action needed at this time. CLA Wealth Advisory Staff will attend the April, July and September Board meetings to provide updates on the financial matters.

Financial History of District: Mr. Le Roux presented to the Board the financial trends of the District over the last nine years. Discussion ensued. No action needed at this time.

MANAGER MATTERS

Website Hosting and Maintenance, Proposal from CLA for Website Services: Mr. Carlson reviewed the proposal from CLA for website services with the Board. Following review and discussion, upon a motion duly made by Director Zimmerman, seconded by Director Keesen and, upon vote, unanimously carried, the Board approved the CLA proposal for website services: website hosting and maintenance. The Board further agreed to terminate the existing contract with Uncommon Solutions for website services.

Lone Tree URA and NDC Participation: Mr. Carlson reviewed the Lone Tree URA and the District's participation with the Board. Discussion ensued. The Board directed staff to decline participation in the Lone Tree URA on the District's behalf.

LEGAL MATTERS

Modification to District FOG Inspection Policy: Attorney Vander Wall updated the Board on the proposed modifications to District's FOG inspection policy, based on Centennial Water & Sanitation District's recent

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EPA audit. She advised that the District is waiting for a proposal from Centennial for an agreement to the changes proposed by Centennial..

2024 DES Pipeline Sewer System & Inspection Agreement: Following review, upon a motion duly made by Director Keesen, seconded by Director Zimmerman and, upon vote, unanimously carried, the Board approved the 2024 DES Pipeline Sewer System & Inspection Agreement as presented.

ENGINEER MATTERS

Engineering Information Report: Mr. Sekera provided updates to the Board from his report.

Mr. Sekera provided an update on the status of the 6” and 8” meter replacement project, to be performed by C&L Water Solutions. Based on recent communications with C&L, the time frame for completion of the project needs to be extended to March 31, 2024. He advised that the 10” meters are projected to be in stock and installed by June 15, 2024. Upon a motion duly made by Director Keesen, seconded by Director Perlman and, upon vote, unanimously carried, the Board approved the contract extension as proposed, and directed legal counsel to prepare contract amendments to extend the current C&L Water Solutions, Inc. project completion date for the 6” & 8” meters, and to work with Mr. Sekera on preparation of a new task order with C&L for the 10” meter replacement project.

DIRECTOR MATTERS

None.

OTHER BUSINESS

None.

ADJOURNMENT

There being no further business to come before the Board at this time, upon a motion duly made by Director Keesen, seconded by Director Perlman and, upon vote, unanimously carried, the meeting was adjourned at 9:51 a.m.

Respectfully submitted,

DocuSigned by:
Michael Perlman
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Secretary for the Meeting