

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
NORTHERN DOUGLAS COUNTY WATER AND SANITATION DISTRICT  
(THE “DISTRICT”)  
HELD  
SEPTEMBER 24, 2024

A regular meeting of the Board of Directors of the Northern Douglas County Water and Sanitation District (referred to hereafter as the “Board”) was convened on Tuesday, September 24, 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

Directors in attendance were:

Eric Keesen, President

Blair Zimmerman, Vice-President/ Assistant Secretary

Thomas Cisek, Treasurer

Michael Perlman, Secretary

Also, In Attendance Were:

Shauna D’Amato, Nic Carlson and Tiffany Leherr; CliftonLarsonAllen LLP (“CLA”)

Barbara T. Vander Wall, Esq. and Paul Polito, Esq.; Seter, Vander Wall & Mielke, P.C.

Greg Sekera; Kennedy Jenks

Kevin Collins; Member of the public

ADMINISTRATIVE MATTERS

**Call to Order and Agenda:**

The meeting was called to order at 8:30 a.m. The Board reviewed the agenda for the meeting. Following discussion, upon a motion duly made by Director Perlman, seconded by Director Cisek and, upon vote, unanimously carried, the Board approved the agenda, as presented.

**Disclosures of Potential Conflicts of Interest:**

Legal counsel 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 Perlman, seconded by Director Cisek and, upon vote, unanimously carried, the Board approved the Directors’ fees.

**Quorum, Location of Meeting Posting of Meeting Notice:**

Mr. Carlson conformed the 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.

**Public Comment:**

There was no public comment.

**Minutes of August 27, 2024 Regular Meeting:**

Following review, upon a motion duly made by Director Perlman, seconded by Director Cisek and, upon vote, unanimously carried, the Board approved the minutes from the August 27, 2024 regular Board meeting, as presented.

**FINANCIAL MATTERS**

**Claims:**

The Board reviewed the claims prepared by the District's accountant. Upon a motion duly made by Director Cisek, seconded by Director Perlman and, upon vote, unanimously carried, the Board approved and/or ratified approval of the claims in the amount of \$483,438.08, as presented.

**August 31, 2024 Unaudited Financial Statements:**

The Board reviewed the August 31, 2024 Unaudited Financial Statements prepared by the District's accountant. Following discussion, upon a motion duly made by Director Perlman, seconded by Director Keesen and, upon vote, unanimously carried, the Board accepted the August 31, 2024 Unaudited Financial Statements, as presented.

**District's Finances, Bonds, Maturity Dates, and Market Outlook for 2024:**

Ms. Leherr delivered a presentation to the Board on the District's financial status, bond details, maturity timelines, and market outlook for 2024. Discussion ensued. There were no changes made.

[\*Ms. Leherr departed at this time.]

**LEGAL MATTERS**

**Easement Deeds from So. Suburban Park and Recreation District for (1) Water; and (2) Utility and Access purposes:**

Ms. Vander Wall reviewed the Easement Deeds from South Suburban Park and Recreation District for (1) Water; and (2) Utility and Access purposes. Following review, upon a motion duly made by Director Cisek, seconded by Director Perlman and, upon vote, unanimously carried, the Board approved the Easement Deeds as presented.

**Resolution regarding Modifications to District Rules & Regulations affecting Industrial and Non-Industrial Users (FOG and POG inspection rules):**

Ms. Vander Wall and Mr. Polito reviewed the Resolution regarding Modifications to District Rules & Regulations affecting Industrial and Non-Industrial Users (FOG and POG inspection rules). Following review, upon a motion duly made by Director Perlman, seconded by Director Cisek and, upon vote, unanimously carried, the Board approved the Resolution regarding Modifications to District Rules & Regulations affecting Industrial and Non-Industrial Users (FOG and POG inspection rules), as presented.

**ENGINEERING MATTERS**

**Engineering Information Report:**

Mr. Sekera provided updates to the Board from his report.

**MANAGER MATTERS**

**Water leak repair at 10869 Bobcat Terrace in Littleton. Invoice from Pro Diggers LLC in the amount of \$3,515:**

Mr. Carlson reviewed the water leak repair at 10869 Bobcat Terrace, Littleton, and discussed the \$3,515 invoice from Pro Diggers LLC with the Board, recommending payment of the repair costs. Following discussion, upon a motion duly made by Director Cisek, seconded by Director Zimmerman and, upon vote, unanimously carried, the Board approved the payment of the Pro Diggers LLC invoice for the water leak repair at 10869 Bobcat Terrace, Littleton in the amount of \$3,515 , as presented.

**OTHER BUSINESS**

**Quorum for the November 26, 2024 Regular Meeting/Budget Hearing:**

The Board confirmed attendance at the November 26, 2024 regular meeting/budget hearing, noting most of the Board members will be attending virtually.

**December 24, 2024 regular meeting:**

The Bord directed to revisit this topic for discussion in November. In the meantime, Mr. Carlson will contact Centennial Water & Sanitation District to learn when they will announce the 2025 rates.

**ADJOURNMENT**

There being no further business to come before the Board at this time upon a motion duly made by Director Perlman, seconded by Director Keesen and, upon vote, unanimously carried, the Board adjourned the meeting at 9:29 a.m.

Respectfully submitted,

DocuSigned by:  
*Michael Perlman*  
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By \_\_\_\_\_  
Secretary for the Meeting