

## RECORD OF PROCEEDINGS

---

### MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE NORTHERN DOUGLAS COUNTY WATER AND SANITATION DISTRICT HELD JANUARY 23, 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, January 23, 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  
Thomas Cisek, Treasurer  
Michael Perlman, Secretary

#### Also in Attendance:

Shauna D’Amato, Nicholas Carlson and Seef Le Roux; 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:** The meeting was called to order at 8:30 a.m. Upon a motion duly made by Director Cisek, seconded by Director Zimmerman 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 Cisek, seconded by Director Zimmerman 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.

## RECORD OF PROCEEDINGS

---

**Public Comment:** None.

**Minutes of the December 19, 2023 Special Board Meeting:** Mr. Carlson reviewed the December 19, 2023 minutes 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 minutes from the December 19, 2023 special Board meeting, as presented.

### FINANCIAL MATTERS

**Claims:** Mr. Le Roux reviewed the claims with the Board. 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.

**December 31, 2023 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 Zimmerman, seconded by Director Keesen and, upon vote, unanimously carried, the Board accepted the December 31, 2023 Unaudited Financial Statements.

### MANAGER MATTERS

**Bill Insert Verbiage for 2024 Rates:** The Board discussed the bill insert verbiage for 2024 rates and approved the following statement to be included in the January and February bills: “Northern Douglas County Water and Sanitation District’s customer water and sewer rates will remain unchanged for 2024.”

### LEGAL MATTERS

None.

### ENGINEER MATTERS

**Modification to District FOG Inspection Policy:** Mr. Sekera reviewed a proposed modification to the District’s FOG inspection policy with the Board, based on EPA review of Centennial Water & Sanitation District facilities and documentation. The change in policy would transition the “fats, oil & grease” (FOG) inspections of NDC District customers to CWSD. Discussion ensued. The Board directed Ms. Chalus to inform the Centennial Water & Sanitation District that the Board is amenable to changes to the FOG program discussed. The Centennial Water & Sanitation District is expected to provide further information to the Board and legal counsel for drafting of an appropriate agreement between the Districts to memorialize the change. This change will also require a modification to the Districts’ rules and regulations.

**Engineering Information Report:** Mr. Sekera reviewed his report with the Board. Discussion ensued. Mr. Sekera inquired about an annual reminder to communicate with C&L Water Solutions, Inc. regarding Trimble unit or potential additions to their report and scope. Mr. Carlson and Mr. Sekera are to discuss the approach.

**RECORD OF PROCEEDINGS**

**Agreement with TruTest, LLC for 2024:** Mr. Sekera reviewed the 2024 TruTest agreement with the Board; noting there are no changes to the rates. Following discussion, upon a motion duly made by Director Zimmerman, seconded by Director Cisek and, upon vote, unanimously carried, the Board approved the Agreement with TruTest, LLC for 2024, as presented.

**Agreement with the C&L Water Solutions, Inc. for Operations, Maintenance and Repair Services and Locates:** Mr. Sekera and Ms. Vander Wall reviewed the 2024 agreement with C&L with the Board.

Following discussion, upon a motion duly made by Director Cisek, seconded by Director Zimmerman and, upon vote, unanimously carried, the Board approved the renewal of the Agreement between the District and the C&L Water Solutions, Inc. for Operations, Maintenance and Repair Services and Locates.

Following discussion, upon a motion duly made by Director Cisek, seconded by Director Zimmerman and, upon vote, unanimously carried, the Board approved the amendment to the assignment letter between the District and the C&L Water Solutions, Inc.

**Agreement with Kennedy/Jenks Consultants, Inc. with 2024 Rates:** Mr. Sekera and Ms. Vander Wall reviewed the 2024 rates with the Board. Following discussion, upon a motion duly made by Director Zimmerman, seconded by Director Perlman and, upon vote, unanimously carried, the Board approved the renewal of the Agreement with Kennedy/Jenks Consultants, Inc. with the updated 2024 rates.

DIRECTOR MATTERS

None.

OTHER BUSINESS

None.

ADJOURNMENT

It was noted all Board members, with the exception of Director Cisek, will be able to attend the meeting on February 27, 2024. Upon a motion duly made by Director Zimmerman, seconded by Director Perlman, the Board adjourned the meeting at 9:34 a.m.

Respectfully submitted,

DocuSigned by:  
*Michael Perlman*  
14A4082CEC464AF  
Secretary for the Meeting