

## 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 APRIL 23, 2024

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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, April 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  
Michael Perlman, Secretary

Thomas Cisek, Treasurer was absent and excused.

#### Also in Attendance:

Shauna D’Amato, Nicholas Carlson and Seef Le Roux; CliftonLarsonAllen LLP (“CLA”)  
Barbara T. Vander Wall, Esq.; Seter, Vander Wall & Mielke, 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 8:33 a.m. Upon a motion duly made by Director Zimmerman, seconded by Director Perlman and, upon vote, unanimously carried, the Board approved the agenda, as presented.

**Conflicts of Interest and Directors’ Fees:** 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 Zimmerman, seconded by Director Perlman and, upon vote, unanimously carried, the Board approved the Directors’ fees.

**Quorum, location of meeting and posting meeting notice:** The 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

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The absence of Director Cisek was noted and excused.

**Public Comment:** None.

**Minutes of the March 26, 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 March 26, 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 Zimmerman, seconded by Director Perlman and, upon vote, unanimously carried, the Board approved and/or ratified approval of the claims in the amount of \$256,030.77, as presented.

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

### MANAGER MATTERS

Ms. D’Amato reported that the Special District Association (“SDA”) pool awarded a safety grant to the District to cover half of the cost of the Trimble unit, purchased in 2023.

### LEGAL MATTERS

**Modification to District FOG Inspection Policy:** Ms. Vander Wall discussed the update on the Modification to District FOG Inspection Policy. She noted that Centennial Water & Sanitation District’s attorney has prepared a draft which is being reviewed by CWSD staff. She expects to have a draft Memorandum of Understanding for the Board’s review at the meeting on May 28, 2024. Ms. Vander Wall provided relevant legislative updates to the Board.

### ENGINEER MATTERS

**Engineering Information Report:** Mr. Sekera provided updates to the Board from his report. C&L has nearly completed 6” and 8” meter installation project, pending a few parts which need replacement. The project is expected to be completed under budget. The Board directed CLA and Kennedy Jenks to authorize additional work with C&L Water Solutions for the 10” master meters project. Kennedy Jenks will present a formal Task Order at the next Board meeting on May 28, 2024.

### DIRECTOR MATTERS

**May 28, 2024 Regular Board Meeting:** The Board confirmed attendance at the May 28, 2024 Regular Board Meeting.

### OTHER BUSINESS

None.

## RECORD OF PROCEEDINGS

### ADJOURNMENT

There being no further business to come before the Board at this time, upon a motion duly made by Director Keesen, upon vote, unanimously carried, the meeting was adjourned at 9:21 a.m.

Respectfully submitted,

DocuSigned by:

*Michael Perlman*

Secretary for the Meeting