

**MINUTES OF THE SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
NORTHERN DOUGLAS COUNTY WATER AND SANITATION DISTRICT
HELD
DECEMBER 8, 2020**

The Special Meeting of the Board of Directors (the “Board”) of the Northern Douglas County Water and Sanitation District (the “District”) was held on Tuesday, December 8, 2020, at 1:30 p.m., at the offices of CliftonLarsonAllen LLP, 8390 E. Crescent Parkway, Suite 275, Greenwood Village, CO 80111. The meeting was open to the public.

DUE TO CONCERNS REGARDING THE SPREAD OF THE CORONAVIRUS (COVID- 19) AND THE BENEFITS TO THE CONTROL OF THE SPREAD OF THE VIRUS BY LIMITING IN-PERSON CONTACT, THIS DISTRICT BOARD MEETING WAS HELD BY VIDEO ENABLED WEB CONFERENCE VIA MICROSOFT TEAMS. THERE WAS ONE PERSON AT THE PHYSICAL MEETING LOCATION.

Attendance

In Attendance:

Eric Keesen
Mike Perlman

Also in Attendance:

Matthew Urkoski, Nic Carlson, Kevin Collins, Allison Slife, Vy Nguyen;
CliftonLarsonAllen LLP (“CLA”)
Barbara T. Vander Wall; Seter & Vander Wall, P.C.
Michael Barnes and Greg Sekera; Kennedy Jenks

Call to Order

Director Keesen called the meeting to order at 1:32 p.m.

Conflicts of
Interest

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.

Approval of
Directors’ Fees

Upon a motion duly made by Director Perlman, seconded by Director Keesen and, upon vote, unanimously carried, the Board approved the Director’s fees.

Review and
Approve Minutes

Upon a motion duly made by Director Perlman, seconded by Director Keesen and, upon vote, unanimously carried, the Board approved the minutes from the October 5, 2020 special meeting.

RECORD OF PROCEEDINGS

Financial Matters

A. Review, Ratify and Approval of Claims

Mr. Collins reviewed the claims with the Board. Upon a motion duly made by Director Perlman, seconded by Director Keesen and, upon vote, unanimously carried, the Board approved the claims, as presented.

B. Review and Consider Acceptance of the October 31, 2020 Unaudited Financial Statements

Mr. Collins reviewed the October 31, 2020 unaudited financial statements with the Board. Following review, upon a motion duly made by Director Perlman, seconded by Director Keesen and, upon vote, unanimously carried, the Board accepted the October 31, 2020 unaudited financial statements.

C. Conduct Public Hearing to Consider Amending the 2020 Budget

1. Consider Approval of Resolution No. 2020-12-01 to Amend the 2020 Budget

Mr. Collins reported that a budget amendment was not needed.

D. Conduct Public Hearing to Consider Adoption of the 2021 Budget, Appropriation of Funds for Expenditures and Certification of Mill Levies

1. Consider Approval of Resolution No. 2020-12-02, Resolution to Adopt the 2021 Budget, Appropriating Funds for Expenditures and Certifying Mill Levies

Director Keesen, as Chairman of the Board, opened the public hearing on the 2021 budget at 1:35 p.m. As there was no public present, Director Keesen closed the public hearing at 1:36 p.m.

Mr. Collins and Ms. Nguyen reviewed the 2021 budget with the Board. Mr. Barnes suggested adding \$20,000 to the General Fund expenditures for engineering costs related to the Shadow Canyon condos backflow preventer retrofitting project. Mr. Collins will adjust the final amount budgeted in 2021 for the meter replacement project when the December bills are received. Following discussion, upon a motion duly made by Director Keesen, seconded by Director Perlman and, upon vote, unanimously carried, the Board approved the 2021 Budget and adopted the Resolution to Adopt the 2021 Budget, Appropriation of Funds and Certification of Mill Levies, as discussed to include the \$20,000 added as discussed.

RECORD OF PROCEEDINGS

E. Consider Approval of Resolution No. 2020-12-02, regarding 2021 Water and Wastewater Fees, Rates and Charges

Mr. Urkoski and Mr. Collins reviewed the Resolution and answered questions from the Board. The rate schedule reflects increases in rates projected by Centennial Water & Sanitation District of approximately 4.5% - 9%. The District is absorbing some of Centennial's rate increases, but is proposing an increase of 4.5% in its rates. Following discussion, upon a motion duly made by Director Perlman, seconded by Director Keesen and, upon vote, unanimously carried, the Board approved Resolution No. 2020-12-02, regarding adoption of the 2021 Water and Wastewater Fees, Rates and Charges.

F. Review and Approve 2020 Audit Engagement Letter from WIPFLI

Mr. Collins and Mr. Urkoski reviewed the engagement letter with the Board in the amount of \$4,750. Following discussion, upon a motion duly made by Director Perlman, seconded by Director Keesen and, upon vote, unanimously carried, the Board approved the 2020 audit engagement letter from WIPFLI.

G. Other

There were no other financial items brought for discussion.

Manager Items

A. Rock Canyon Project Update

Mr. Urkoski updated the Board, noting that four tap fees have been processed to date. He reported that CLA will continue to collect tap fees and option fees as necessary.

B. District Website Update

Mr. Carlson updated the Board, noting that the District's website is live and functional.

C. Discuss District Insurance, Review Renewal Schedule & Authorize Renewal of District Insurance and SDA Membership

Mr. Urkoski reviewed the insurance with the Board. Following discussion, upon a motion duly made by Director Keesen, seconded by Director Perlman and, upon vote, unanimously carried, the authorized renewal of the District insurance and SDA membership.

D. Other

There were no other Manager Items.

RECORD OF PROCEEDINGSAttorney Items

- A. Review and Consider Approval of Resolution No. 2012-12-04, Regarding Amendment to Rules and Regulations and Imposition of a Development Review Fee

Ms. Vander Wall reviewed a proposed resolution with the Board which establishes a District-imposed “development review fee” for the purpose of funding the District’s plan review, easement review, observation and inspection services, legal, engineering and administrative charges and costs associated with the installation of water and sewer facilities and connections for service by the District, in the amount of \$10,000. This fee is anticipated to replace the “deposit” for the same costs which has been the District’s policy, and will save significant administrative costs. Director Perlman asked about amended policy flexibility for smaller projects. Mr. Urkoski acknowledged the reductions can be made on a case by case basis. Following discussion, upon a motion duly made by Director Perlman, seconded by director Keesen and, upon vote, unanimously carried, the Board approved Resolution No. 2012-12-04, Regarding Amendment to Rules and Regulations and Imposition of a Development Review Fee.

- B. Review and Approve Updated Backflow Prevention Program Policy; Consider Adoption of Resolution No. 2020-12-05, Regarding District Cross- connection/Backflow Prevention Device Testing Program

Ms. Vander Wall reviewed a proposed resolution with the Board regarding the District’s backflow prevention device testing program, noting that it reflects a change in District policy to now allow for the District to test individual backflow prevention devices within the District and adjust rates accordingly, including adding a surcharge for commercial customers. Following discussion, upon a motion duly made by Director Keesen, seconded by Director Perlman and, upon vote, unanimously carried, the Board approved the Updated Backflow Prevention Program Policy and adopted Resolution No. 2020-12-05, Regarding District Cross-connection/Backflow Prevention Device Testing Program.

- C. Review and Consider Adoption of Resolution No. 2020-12-06, Resolution Regarding Suspension of Service for Nonpayment

Ms. Vander Wall reviewed the proposed resolution with the Board regarding suspension of service for delinquent accounts and imposition of a late fee. She noted that the resolution clarifies and aligns dates and times for delinquent accounts. Following discussion, upon a motion duly made by Director Perlman, seconded by Director Keesen and, upon vote, unanimously carried, the Board adopted Resolution No. 2020-12-06, Resolution Regarding Suspension of Service for Delinquent Accounts and Imposition of a Late Fee.

RECORD OF PROCEEDINGS

D. Other

There were no other Attorney Items.

Engineering
Report

A. Engineering Information and Reports

Mr. Barnes reviewed the enclosed Engineering Report with the Board, including a recommended list of repairs, sewer line cleaning, a retail meter replacement project, and a master meter replacement project. He advised of proposed new development project to take place on the 93-acre Lorenz Park, which is owned by Arapahoe County, and being presented to Douglas County later in December.

Director Keesen suggested dispersing instructions for customers to create online Beacon accounts for tracking household water consumption. CLA will include this in future water bills.

Mr. Barnes informed the Board that Badger has new backflow preventers and meters that could be used to replace master meters without requiring new vaults. Mr. Barnes and Mr. Urkoski will consult with Centennial on their use.

B. Review and Consider Approval of Proposal for Shadow Canyon Backflow Installation

Mr. Barnes reviewed a proposal with the Board regarding the installation of backflow prevention devices, noting the older Shadow Canyon condos do not currently have backflow preventers. Mr. Barnes advised that at the time of the original construction of the Shadow Canyon project, CDPHE regulations did not require backflow prevention devices, and that the regulations have been modified such that they would now be required. Mr. Barnes noted that the absence is not a major threat to the water system, but it also is not in compliance with CDPHE guidelines. It is recommended that the District proceed with funding this project in the best interest of the community and to establish compliance with CDPHE. Mr. Barnes will obtain a proposal for proceeding with the work for Board approval at the next meeting, but estimates approximately \$2,000 for the project. Following discussion, the Board deferred action until proposals have been received. The Board also noted the modification to the 2021 budget to reflect this project.

C. Other

The Board thanked Mr. Collins for his years of service to the District and wished him well upon his retirement.

RECORD OF PROCEEDINGS

Board Member
Items

- A. Discuss Need for December 22nd Regular Board Meeting and whether
to cancel

This meeting was previously cancelled. The next regular meeting is
scheduled for January 26, 2021.

Adjournment

Upon a motion duly made by Director Keesen, the Board adjourned the
meeting at 3:08 p.m.

Respectfully submitted,

DocuSigned by:

Michael Perlman

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Secretary for the Meeting

Certificate Of Completion

Envelope Id: 98E4B5E181E449A5830081A62B32DD75	Status: Completed
Subject: Please DocuSign: 4. 12.08.2020 Special Meeting Minutes (final).pdf	
Client Name: NDCWSD	
Client Number: 011-030554-OS02-2021	
Source Envelope:	
Document Pages: 6	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
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Time Zone: (UTC-06:00) Central Time (US & Canada)	220 South 6th Street
	Suite 300
	Minneapolis, MN 55402
	Kathy.Suazo@claconnect.com
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Signer Events

Michael Perlman
 mike.perlman@yahoo.com
 Security Level: Email, Account Authentication (None)

Signature



Signature Adoption: Pre-selected Style
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Sent: 1/26/2021 7:39:04 PM
 Viewed: 1/27/2021 9:10:42 AM
 Signed: 1/27/2021 9:11:15 AM

Electronic Record and Signature Disclosure:
 Accepted: 8/5/2020 2:32:13 PM
 ID: 82249bb5-3fad-4f1b-94c7-da48147af540

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	1/26/2021 7:39:04 PM
Certified Delivered	Security Checked	1/27/2021 9:10:42 AM
Signing Complete	Security Checked	1/27/2021 9:11:15 AM
Completed	Security Checked	1/27/2021 9:11:15 AM
Payment Events	Status	Timestamps
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