

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE NORTHERN DOUGLAS COUNTY WATER AND SANITATION DISTRICT HELD FEBRUARY 22, 2022

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 22, 2022, at 8:30 a.m., at the offices of CliftonLarsonAllen LLP, 8390 E. Crescent Parkway, Suite 300, 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, President
Mike Perlman, Secretary
Kevin Collins, Treasurer

Also in Attendance:

Matthew Urkoski, Nic Carlson, Cass Aurich and Jenny Hackelman;
CliftonLarsonAllen LLP (“CLA”)
Barbara T. Vander Wall, Esq.; Seter & Vander Wall, P.C.
Greg Sekera and Aimee Fitzhugh; Kennedy Jenks

ADMINISTRATIVE MATTERS

Call to Order and Approve Agenda: Director Keesen called the meeting to order at 8:31 a.m. Upon a motion duly made by Director Collins, seconded by Director Keesen 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 seventy-two hours in advance of the meeting in accordance with statute. No additional conflicts were disclosed. Upon a motion duly made by Director Collins, seconded by Director Keesen and, upon vote, unanimously carried, the Board approved the Directors’ fees.

RECORD OF PROCEEDINGS

Quorum, location of meeting and posting meeting notice: A quorum was confirmed. The Board entered into a discussion regarding the requirements of H.B. 21-1278, concerning the location of the District's Board meeting. The Board determined that due to concerns regarding the spread of COVID-19 and the benefit to the control of the spread of the virus by limiting in-person contact, this meeting was conducted via Microsoft Teams and encouraged public participation via Microsoft Teams. The Board further noted that notice providing the time, date and video link information was duly posted and that no objections nor any requests were made regarding the means of hosting the meeting.

Public Comment: None.

Minutes: Upon a motion duly made by Director Collins, seconded by Director Keesen and, upon vote, unanimously carried, the Board approved the minutes from the January 25, 2022 regular meeting as presented.

FINANCIAL MATTERS

Claims: Ms. Aurich reviewed the claims with the Board. Upon a motion duly made by Director Keesen, seconded by Director Perlman and, upon vote, unanimously carried, the Board approved and/or ratified approval of the claims in the amount of \$219,974.17.

January 31, 2022 Unaudited Financial Statements: Ms. Aurich reviewed the January 31, 2022 unaudited financial statements with the Board. Following discussion, upon a motion duly made by Director Collins, seconded by Director Keesen and, upon vote, unanimously carried, the Board accepted the January 31, 2022 unaudited financial statements.

Other: Ms. Aurich updated the Board on the asset comparison list, noting that this comparison is underway. She reported the draft Audit is scheduled for March 19th.

MANAGER MATTERS

Other: Mr. Carlson provided an update on the turf conversion program, noting that further research is being performed with recommendations on a policy and procedures to be presented to the Board at the March meeting.

LEGAL MATTERS

Other: None.

ENGINEER MATTERS

Engineering Information Report: Mr. Sekera reviewed the report included in the packet.

Status of Installation of New Meters: Mr. Sekera discussed the status of the installation of new meters, noting there are approximately 1,580 out of a total of 1,615 retail meters on the Beacon system, as well as all of the 18 master meters. There are approximately 12 residences that still need to be replaced as well as approximately 15 irrigation meters that require vault retrofits to install the new meters. C&L is preparing pricing for the

RECORD OF PROCEEDINGS

retrofits. C&L will complete the retrofits prior to the start of the new irrigation season. Mr. Sekera reported there are approximately 38 new Beacon endpoints that are not registering and need replaced under warranty by Badger. Badger indicated replacements will not be available until the second quarter.

2022 Service Agreement for Sewer Maintenance Program with DES Pipeline Maintenance: Mr. Sekera and Ms. Vander Wall reviewed the Agreement with the Board. Following discussion, upon a motion duly made by Director Keesen, seconded by Director Collins and, upon vote, unanimously carried, the Board approved the 2022 Service Agreement for Sewer Maintenance Program with DES Pipeline Maintenance.

Other: None.

DIRECTOR MATTERS

Quorum for March 22, 2022 regular Board meeting: The Board confirmed a quorum.

OTHER BUSINESS

Other: None.

ADJOURNMENT

Upon a motion duly made by Director Keesen, the Board adjourned the meeting at 9:03 a.m.

Respectfully submitted,

DocuSigned by:

Michael Perlman

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Secretary for the Meeting

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