

## 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 MARCH 22, 2022

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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, March 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  
Kevin Collins, Treasurer

The absence of Director Perlman was excused.

#### Also in Attendance:

Nic Carlson, Jenny Hackelman, Cass Aurich, Tiffany Leherr and Bennett Greer; CliftonLarsonAllen LLP (“CLA”)  
Barbara T. Vander Wall, Esq. and Conor Kruger, Esq.; Seter & Vander Wall, P.C.  
Greg Sekera and Aimee Fitzhugh; Kennedy Jenks  
Blair Zimmerman; resident

#### ADMINISTRATIVE MATTERS

**Call to Order and Approve Agenda:** Director Keesen called the meeting to order at 8:34 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

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motion duly made by Director Collins, seconded by Director Keesen and, upon vote, unanimously carried, the Board approved the Directors' fees.

**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.

**Board Member Candidate:** Mr. Carlson introduced Blair Zimmerman to the Board, who has expressed an interest in serving as a Director for the District. Mr. Zimmerman described his background in the water industry, and his tenure as a resident of the Northern Douglas County Water and Sanitation District for the past three years. The Board welcomed Mr. Zimmerman to the meeting and invited him to listen and ask questions.

**Minutes:** Upon a motion duly made by Director Keesen, seconded by Director Collins and, upon vote, unanimously carried, the Board approved the minutes from the February 22, 2022 regular meeting as presented.

### FINANCIAL MATTERS

**CLA Wealth Advisories Update:** Mr. Greer and Ms. Leherr, with CLA Wealth Advisory presented an update on the District's investment fund portfolio. Discussion ensued.

**Claims:** Ms. Aurich reviewed the claims with the Board. Upon a motion duly made by Director Collins, seconded by Director Keesen and, upon vote, unanimously carried, the Board approved and/or ratified approval of the claims in the amount of \$239,876.71.

**February 28, 2022 Unaudited Financial Statements:** Ms. Aurich reviewed the February 28, 2022 unaudited financial statements with the Board. Discussion ensued regarding the skewed data point due to the need to replace the master meters. Following discussion, upon a motion duly made by Director Collins, seconded by Director Keesen and, upon vote, unanimously carried, the Board accepted the February 28, 2022 unaudited financial statements.

**CliftonLarsonAllen LLP Master Service Agreement and related statement(s) of work:** Discussion ensued. The Board deferred action to the next meeting.

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**Other:** Ms. Aurich updated the Board on the audit, noting there was a request for a refund of \$4,413.71 from Pax Christi Church that will be sent to the Board members through Bill.com. The request for this refund is due to a meter being classified as an irrigation meter, which was not appropriate and caused higher bills. However, the types of meters have been corrected moving forward. Before moving forward, the Board requested additional information on the type of meter and Director Collins requested all meters be confirmed. Director Collins also requested a copy of the draft audit for review.

### MANAGER MATTERS

**Update on conservation rebates and incentive policy:** Mr. Carlson and Ms. Hackelman presented the proposed turf conversion program. Discussion ensued. Ms. Vander Wall discussed the next steps, including the legal team preparing a resolution and a Memorandum of Understanding with the Centennial Water and Sanitation District for review of applications at a cost of \$26.00 per application. The Board authorized legal to proceed with the next steps and bring back to the April meeting.

**Other:** None.

### LEGAL MATTERS

**Other:** Ms. Vander Wall noted that she is tracking the legislative session and will bring any relevant bills back to the Board.

### ENGINEER MATTERS

**Engineering Information Report:** Deferred to the next meeting.

**Status of Installation of New Meters:** Deferred.

**Kennedy/Jenks Consultants, Inc. Work Order Regarding Initial Preparation of District's GIS for water and wastewater at a NTE amount of \$15,000:** Mr. Sekera reviewed the Work Order with the Board. Following discussion, upon a motion duly made by Director Collins, seconded by Director Keesen and, upon vote, unanimously carried, the Board approved the Kennedy/Jenks Consultants, Inc. Work Order Regarding Initial Preparation of District's GIS for water and wastewater at a NTE amount of \$15,000.

### DIRECTOR MATTERS

**Quorum for April 26, 2022 regular Board meeting:** Deferred

### OTHER BUSINESS

**Other:** Ms. Vander Wall suggested continuing this meeting in order to discuss the Engineering Information Reports and to appoint the new Board member.

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### ADJOURNMENT

Upon a motion duly made by Director Keesen, the Board continued the meeting to March 31, 2022 at 3:00 p.m.

Respectfully submitted,

DocuSigned by:

*Michael Perlman*

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Secretary for the Meeting

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Envelope Id: FF77CA8584114429A3681C2EE27DA9BD	Status: Completed
Subject: NDCWSD 03-22-22 NDCWSD Final.pdf	
Client Name: NDCWSD	
Client Number: 011-030554-OS02-2022	
Source Envelope:	
Document Pages: 4	Signatures: 1
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AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Kathy Suazo
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	Kathy.Suazo@claconnect.com
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**Record Tracking**

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4/27/2022 10:32:59 AM	Kathy.Suazo@claconnect.com	

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Michael Perlman  
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**Envelope Summary Events**

**Status**

**Timestamps**

Envelope Sent	Hashed/Encrypted	4/27/2022 10:51:16 AM
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<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Certified Delivered	Security Checked	4/28/2022 9:23:46 AM
Signing Complete	Security Checked	4/28/2022 9:24:22 AM
Completed	Security Checked	4/28/2022 9:24:22 AM

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