

RECORD OF PROCEEDINGS

**MINUTES OF THE REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
NORTHERN DOUGLAS COUNTY WATER AND SANITATION DISTRICT
HELD
MARCH 28, 2023**

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 28, 2023, 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
Kevin Collins, Treasurer (Virtual)
Blair Zimmerman, Vice-President/Asst. Secretary
Michael Perlman, Secretary
Thomas Cisek, Director

Also in Attendance:

Nic Carlson, Ashley Heidt, Shauna D’Amato, and Seef LeRoux;
CliftonLarsonAllen LLP (“CLA”)
Casey O’Donovan and Tiffany Leherr, CLAWA (Virtual)
Barbara T. Vander Wall, Esq. and Marissa Peck, Esq.; Seter & Vander Wall, P.C.
Greg Sekera and Aimee Chalus; Kennedy Jenks

ADMINISTRATIVE
MATTERS

Call to Order and Approve Agenda: Director Keesen called the meeting to order at 8:30 a.m. Upon a motion duly made by Director Cisek, seconded by Director Perlman 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 Perlman, 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 based on attendance of Directors via web conference.

RECORD OF PROCEEDINGS

Public participation is made available via web conference. The Board further noted that notice of the meeting date, time, location and video link information was duly posted.

Public Comment: None.

Minutes of February 28, 2023 regular Board meeting: Following discussion, upon a motion duly made by Director Perlman, seconded by Director Keesen and, upon vote, unanimously carried, the Board approved the minutes of the February 28, 2023 regular Board meeting as presented.

FINANCIAL MATTERS

Claims: Mr. Le Roux 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 \$702.00.

February 28, 2023 Unaudited Financial Statements: Mr. Le Roux reviewed the February 28, 2023 unaudited financial statements with the Board. Following discussion, upon a motion duly made by Director Collins, seconded by Director Cisek and, upon vote, unanimously carried, the Board accepted the February 28, 2023 unaudited financial statements.

Investment Review: Ms. Leherr and Ms. O'Donovan presented the information enclosed in the packet regarding the District's investments. Discussion ensued. Ms. Leherr will go through the 2024 maturation/analysis and report back to Director Collins, who will relay the information to the Board. No action taken.

Other: None.

MANAGER MATTERS

Fee Schedule and Adoption of Resolution of Proposed Increase of Fees, Rates, and Charges for Domestic Water and Sanitary Sewer Services: Mr. Carlson reviewed the fee schedule with the Board. Following review and discussion, upon a motion duly made by Director Keesen, seconded by Director Cisek and, upon vote, unanimously carried, the Board approved the fee schedule and adopted the Resolution of Proposed Increase of Fees, Rates, and Changes for Domestic Water and Sanitary Sewer Services, as amended and restated.

Other: None.

LEGAL MATTERS

Legislative Update: Ms. Vander Wall provided an update.

Other: None.

ENGINEER MATTERS

Engineering Information Reports: Greg Sekera reviewed the report included in the meeting packet. Discussion ensued regarding an increase to the District's adopted fee for incompatible residential water meter of

RECORD OF PROCEEDINGS

\$50.00. The Board discussed the costs to the District for continued incompatibility, and assessing the costs. Ms. Vander Wall will research and bring this back to the next meeting for discussion.

Status master meter replacements: Previously discussed in the Engineering Information Report.

Kennedy Jenks request to increase engineering fees for design phase for backflow devices: Following discussion, the Board directed Mr. Sekera to proceed with the project, and directed legal counsel to prepare an amendment to the work order to track the expanded scope and costs, for ratification at the next meeting.

**DIRECTOR
MATTERS**

Quorum for April 25, 2023 regular Board meeting: A quorum was confirmed.

OTHER BUSINESS

Other: None.

ADJOURNMENT

Upon a motion duly made by Director Keesen, seconded by Director Perlman, the Board adjourned the meeting at 9:38 a.m.

Respectfully submitted,

DocuSigned by:
Mike Perlman
14A4082CEC464AF
Secretary for the Meeting

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