

## 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 25, 2023**

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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 25, 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  
Blair Zimmerman, Vice-President/Asst. Secretary (virtual)  
Michael Perlman, Secretary (virtual)  
Thomas Cisek, Director

Also in Attendance:

Nic Carlson, Matt Urkoski, 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; Kennedy Jenks  
Aimee Chalus; Kennedy Jenks (virtual)  
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 Kessen, seconded by Director Cisek 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 Cisek, seconded by Director Keesen and, upon vote, unanimously carried, the Board approved the Directors’ fees.

## RECORD OF PROCEEDINGS

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**Quorum, location of meeting and posting meeting notice:** A quorum was confirmed based on attendance of Directors via web conference. 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.

**Appointment of Officers:** Upon a motion duly made by Director Keesen, seconded by Director Zimmerman and, upon vote, unanimously carried, the Board appointed Director Cisek as Treasurer to the Board.

**Minutes of March 28, 2023 regular Board meeting:** Following discussion, upon a motion duly made by Director Keesen, seconded by Director Cisek and, upon vote, unanimously carried, the Board approved the minutes of the March 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 Cisek, seconded by Director Keesen and, upon vote, unanimously carried, the Board approved and/or ratified approval of the claims in the amount of \$231,693.61.

**March 31, 2023 Unaudited Financial Statements:** Mr. Le Roux reviewed the March 31, 2023 unaudited financial statements with the Board. Following discussion, upon a motion duly made by Director Cisek, seconded by Director Keesen and, upon vote, unanimously carried, the Board accepted the March 31, 2023 unaudited financial statements.

**December 31, 2022 Draft Audit Report:** Mr. Le Roux reviewed the draft audit with the Board. Following discussion, upon a motion duly made by Director Keesen, seconded by Director Cisek and, upon vote, unanimously carried, the Board accepted the December 31, 2022 Draft Audit Report and directed staff to finalize.

**Investment Update:** Ms. Leherr and Mr. O'Donovan updated the Board. Discussion ensued. Ms. Leherr and Mr. O'Donovan will address differences between the accounts at the next Board meeting. No action taken.

### MANAGER MATTERS

**Multifamily home rates and billing:** Mr. Carlson reviewed differences in rate structures between the District and Centennial related to multifamily property, and discussed options for the District to adjust its rate structure to align with those of Centennial. Following review and discussion, the Board directed staff to put models together for what billing/fee structure will look like next year. The Board also directed staff to apprise the multifamily property owners of the potential adjustments to the District's rate structure.

## RECORD OF PROCEEDINGS

LEGAL MATTERS     **Legislative Update:** Ms. Vander Wall provided an update.

ENGINEER MATTERS     **Engineering Information Reports:** Greg Sekera reviewed the report included in the meeting packet.

**Status master meter replacements:** Mr. Sekera discussed the status with the Board.

**2020 Water Meter Replacement Project Work Order Amendment No. 1:** Mr. Sekera reviewed the Amendment with the Board. Following discussion, upon a motion duly made by Director Keesen, seconded by Director Perlman and, upon vote, unanimously carried, the Board ratified the 2020 Water Meter Replacement Project Work Order Amendment No. 1 regarding expanded scope and fees for Kennedy Jenks services related to design of master meters and backflow devices, in the not to exceed amount of \$235,146.00.

**Proposal from Badger Meter for mobile data collect, Ranger 7 HH, and ORION ME module in the amount of \$14,787.23:** Mr. Sekera reviewed the Proposal with the Board. Discussion ensued. Following discussion, the Board directed Mr. Carlson to ask C&L if they can purchase directly instead of the Board. The Board directed Mr. Sekera to see if the purchase can be made directly from the manufacturer. No action taken.

DIRECTOR MATTERS     **Quorum for May 23, 2023 regular Board meeting:** A quorum was confirmed.

OTHER BUSINESS     **Other:** The Directors thanked Mr. Collins for his service on the Board and encouraged him to stay involved with the District.

ADJOURNMENT

Upon a motion duly made by Director Keesen, seconded by Director Perlman, the Board adjourned the meeting at 10:31 a.m.

Respectfully submitted,

DocuSigned by:

*Michael Perlman*

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Secretary for the Meeting