

## RECORD OF PROCEEDINGS

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### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE GREATROCK NORTH WATER AND SANITATION DISTRICT MAY 2, 2023

A regular meeting of the Board of Directors (referred to hereafter as “Board”) of the Greatrock North Water and Sanitation District (referred to hereafter as “District”) was convened on Tuesday, May 2, 2023 at 4:30 P.M. The meeting was conducted via video conference – Microsoft Teams. The meeting was open to the public.

#### ATTENDANCE

##### Directors in attendance:

John D. Wyckoff  
Lisa Jacoby  
Robert W. Fleck  
Brenda Adams

Absent and excused was Director Rogers.

##### Also in attendance were:

Lisa Johnson, Shauna D’Amato, and Michael Jensen; CliftonLarsonAllen LLP (“CLA”)  
Mike Murphy; Ramey Environmental Compliance, Inc. (“REC”)  
Nicholaus Marcotte, PE; Element Engineering

#### ADMINISTRATIVE MATTERS

**Disclosures of Potential Conflicts of Interest:** Ms. Johnson advised the Board that, pursuant to Colorado law, certain disclosures may be required prior to taking official action at the meeting. The Board reviewed the Agenda for the meeting, following which, Directors Wyckoff, Jacoby, Adams, and Fleck each confirmed that they had no conflicts of interest in connection with any of the matters listed on the Agenda. Director Adams noted that she serves on the HOA Board for Box Elder Creek Ranch.

**Agenda:** Ms. Johnson distributed for the Board’s review and approval a proposed Agenda for the District’s regular meeting. Following discussion, upon a motion duly made by Director Wyckoff, seconded by Director Jacoby, and, upon vote, unanimously carried, the Board approved the Agenda as amended, and excused the absence of Director Rogers.

**Board of Director’s Report:** None.

**District Manager’s Report:** The Board reviewed the monthly Manager’s Report. There were no questions. A copy of the report is attached hereto and incorporated herein by this reference.

## **RECORD OF PROCEEDINGS**

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### **CONSENT AGENDA**

The Board considered the following actions:

1. Approve the Minutes of the April 4, 2023 regular meeting.
2. Ratify approval of the payment of claims for the period ending April 24, 2023, in the amount of \$65,337.23.
3. Acceptance of unaudited financial statements for the period ending March 31, 2023, Schedule of Cash Position updated as of April 20, 2023, and Inclusion Summaries.
4. Operations and Maintenance Activities Report.
5. Review meter installation report.
6. Ratify approval of the Warranty Agreement (Country Club Ranchettes Filing No. 1).
7. Ratify approval for Warranty Agreement (Ridgeview Estates Filing No. 1).
8. Ratify approval of Independent Contractor Agreement with Hydro Optimization and Automation Solutions, Inc.
9. Ratify approval of Greatrock North Water and Sanitation District Contract with Simply Strong, LLC d/b/a Maidpro.
10. Ratify approval of Master Services Agreement and Statements of Work with CMIT.

Following discussion, upon a motion duly made by Director Fleck, seconded by Director Jacoby and, upon vote, unanimously carried, the Board approved the Consent Agenda items, with the amendment to the Independent Contractor Agreement with Hydro Optimization and Automation Solutions, Inc. as discussed.

### **FINANCIAL MATTERS**

None.

### **ENGINEER'S REPORT**

The Board reviewed the Engineer's Report. A copy of the report is attached hereto and incorporated herein by this reference.

### **CAPITAL PROJECTS UPDATES:**

**Third Alluvial Well:** No new update.

**Evaporation Pond:** Mr. Marcotte provided an update. He is working with legal counsel to finalize the Construction Manager at Risk Delivery Method (CMAR) form of contract and should have that finished by the end of this week.

**Reverse Osmosis Treatment Facility:** Equipment has been ordered from CMIT, including but not limited to a conference phone and webcam, wireless access point, micro PC, and various hardware for installation purposes. Ms. D'Amato met with an electrician to identify what is needed prior to equipment installation. A proposal is forthcoming.





Date: April 25, 2023  
To: Greatrock North Water and Sanitation District, Board of Directors  
From: Lisa A. Johnson, District Manager  
Re: May 2, 2023 Manager's Report

**Agenda Action Items**

**II.A. Consent Agenda**

1. Approve the Minutes of the April 4, 2023 special meeting regular meeting.
2. Ratify approval of the payment of claims for the period ending April 30, 2023 in the amount of \$65,337.23.
3. Acceptance of unaudited financial statements for the period ending March 31, 2023, Schedule of Cash Position updated as of April 20, 2023, and Inclusion Summaries.
4. Operations and Maintenance Activities Report.
5. Review meter installation report.
6. Ratify approval of the Warranty Agreement (Country Club Ranchettes Filing No. 1)
7. Ratify approval of the Warranty Agreement (Ridgeview Estates Filing No. 1)
8. Ratify approval of Independent Contractor Agreement with Hydro Optimization and Automation Solutions, Inc.
9. Ratify approval of contract with Simply Strong, LLC d/b/a MaidPro
10. Ratify approval of contract with CMIT for IT Services.

**I recommend approval of the consent agenda items.**

**VI.A. Public Hearing on Inclusion of Country Club Ranchettes, Filing No. 2.**

Staff continues to work diligently with developer's counsel to finalize the inclusion agreement as well as an amendment to the Homestead Heights II inclusion agreement. I will ask the Board to open the public hearing on this inclusion matter and continue it to the June Board meeting to allow the finalization of both agreements.

**VII.C. Ridgeview Estates**

Updates provided in the Engineer's Report.

**VII.D. Country Club Ranchettes Filing No. 2 ("CC#2")**

Update provided above.

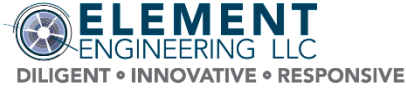
**Review of monthly Water Resumes and Other Water Related Matters**

Attorney Poznanovic has reviewed the February resume and did not find any cases he would recommend the district oppose.

**Update on other District Related Matters and/or Committee Meetings**

Open Path software is up and running at the new RO Plant and Ms. D'Amato is working to add staff and the Board to the software. A tutorial will be forthcoming. CMIT contract was finalized and the equipment has been ordered. Ms. D'Amato is diligently working to locate an electrician to complete the work that is needed prior to CMIT's equipment installation.

Staff has scheduled a meeting with Epic Estates to discuss next steps on their request for inclusion.



## ENGINEER'S PROGRESS REPORT

**Date:** May 2, 2023  
**To:** Greatrock North Water and Sanitation District  
**From:** Element Engineering  
**Job No.** 0041.0001  
**RE:** Monthly Engineers Report – **New Items Bold**

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### CAPITAL PROJECTS:

#### 1. Water Treatment Plant Improvements - Construction

The punch list walkthrough was completed and punch list generated. It was agreed by all onsite that the Certificate of Substantial Completion should be issued and dated October 6, 2022. This certificate was completed and sent to Moltz with the punch list attached. Moltz has 45 calendar days from the date of Substantial Completion to complete all punch list items.

The certificate of occupancy has been provided by Motlz Construction. We are confirming that the punch list is completed and have requested a lien waver for final payment. Prior to final payment the Advertisement for Final Payment must be posted in the local paper of record. Element will provide this advertisement when we receive confirmation that the punch list is complete, and the final pay application is received.

The Certificate of Substantial Completion has been provided to Moltz Construction. The date of Substantial Completion was set for October 6, 2022. The advertisement for final payment was posted as required and the final payment was issued. The end of the two-year warranty period is October 6, 2024.

#### 2. Concentration Evaporation Pond

Element has reviewed all historic documents on the concentration evaporation pond and has contacted the subconsultant tasked with the concentrate line and pond grading design (CVL). The tasks necessary to complete design and permitting of the concentrate pond are as follows:

- Receive concentrate line and pond CAD files from CVL.
- Compile an Engineering Design and Operations Plan (EDOP), design plans, liner design, and specifications for the pond per CDPHE Section 9: Waste Impoundments.
- Finalize pond grading design and SWMP.

- Update concentrate line per request from developer and update easement exhibit.

Element has provided the district with a proposal to the district to complete pond design and CPDHE submittal (EDOP, plans, specifications). The EDOP, plans, and specifications will be to CPDHE for review and approval. After approval, the district will be granted approval for construction. CDPHE has strict quality control and construction documentation requirements including a construction QA/QC report that must be submitted after construction. Element can provide a proposal for pond bidding, construction observation, and construction QA/QC reporting at the appropriate time.

Element's proposal to complete the third concentrate pond and line has been approved by the district. We are currently working on the EDOP and plans. Also, we have provided a modified draft easement exhibit to Jay Scolnick for the revised concentrate line alignment.

As of August 29, 2021, Element continues to work on the concentrate pond design and EDOP. We have been coordinating with Jay on the concentrate line and have come to an agreement on the line location. We are finalizing what should be the last iteration of the concentrate line easement for signature by Jay. Our surveyor will require some field work for the easement in order to stamp the legal description. Also, there is additional survey required for the concentrate line design which will occur at the same time.

Additional survey field work was ongoing as of September 16, 2021. Element met onsite with the surveyor to confirm required items to be surveyed. Element held discussions about the potential to eliminate the proposed sump and pump in the proposed RO WTP if the concentrate line can be lowered. Element recommends any new concentrate main installation be 8-inch diameter SDR 35 PVC minimum.

Element has received the updated survey and has provided preliminary pond alternative layouts and costs as well as concentrate line profiles for the district's discussion at the October 26, 2021 work session. Upon a final decision for layout and pond location design documents will be created. Also, it is apparent that the concentrate line in Rayburn can be lowered, allowing the proposed sump in the ROWWTP to be removed and all drains go to the concentrate line.

Element was provided direction by the board to proceed with the west pond location and the gravity concentrate main running down Hudson Mile Road. Design work is ongoing with draft design documents expected to be complete in January. Element has reached out to Adams County to determine what permitting will be required for the project. A potential pre-application meeting with Adams County was requested.

Element has submitted the initial pre-application document to Adams County. A pre-application meeting with the county will be scheduled in the coming weeks based on the county's schedule. Work continues on finalization of the design. It is our goal to submit a draft of the design submitted to the board for review during the month of January.

A pre-application meeting with Adams County has been scheduled for Friday February 4, 2022 at 10:30 AM. This meeting will be held virtually. Element submitted progress plans on the concentrate pond to the district. We are now working to finalize the plans. The next step is to complete final internal edits and compile a stormwater management plan (SWMP) and finalize and submit the Section 9 Impoundment permitting report to CDPHE. This should be completed by the end of February to mid-March.

Element and CLA staff attended a pre-application meeting with Adams County. A detailed summary of submittal requirements was sent to the GNWSD board. In summary a Conditional Use Permit is required. The board approved Element to begin working on this submittal. Work is ongoing. We expect submittal of the conditional use permit and EDOP to Adams County and CDPHE in mid-March.

The public meeting for the conditional use permit is to be held at the April 5, 2022 board meeting. The required environmental study on the property is being completed by an Element subconsultant. Upon completion of the environmental study and public meeting, Element will submit the conditional use permit application to Adams County.

Element received the ownership and encumbrance report to research mineral rights owners to notify them (as required by Adams County). Also, we received the environmental report prepared by Olsson Associates that is required with the Conditional Use Permit. Our final task is to finalize the EDOP and submit it to CPDPHE and Adams County as well as provide notifications to mineral holders. This is to be completed by the week of May 30, 2022.

The EDOP and Adams County submittal have been completed and submitted. The Adams County review fee has been paid by Element.

Element has followed up with agencies to determine who is the primary contact. We have not been assigned a planner or engineer yet, but this is likely to occur soon.

Our project has been assigned a planner at Adams County. The county has promised to expedite the review of the project. Element will be ready to answer any questions or comments on the proposed project.

We held a county comment review meeting with Adams County on September 16, 2022. Comments received are relatively minor and we are currently working on the response letter. All responses have been completed. Element is confirming the Adams County requirement for landscaping.

It is recommended that the district proceed with bidding the project under the Construction Manager at Risk (CMAR) procurement procedure. We have completed responses to all Adams County comments. Also we held a meeting with CDPHE to request either an approval letter or a list of comments to respond to. CDPHE has indicated they will send a brief list of comments. We anticipate having those during the week of January 30<sup>th</sup>, 2023.

The district approved the CMAR bidding approach at the March 7<sup>th</sup> meeting. Element is working with the district's attorney to compile an Owner-CMAR agreement. Upon completion of this agreement, the CMAR bid documents will be completed and advertised.

**The bid package is complete and we have forwarded all items to the district council to review. The attorneys are working to finalize the Owner-CMAR agreement.**

**The county has requested some minor modifications to the grading which are being completed. We are finalizing that for final re-submittal to the county. Our next step will be the planning commission and board of county commissioners.**



### **Third Alluvial Well**

Element will report items pertaining to the third alluvial well in this section.

Element met with the district's water resources engineer on August 12, 2021. It was discussed that the location of Alluvial Well 3 and 4 would likely be the best locations for the new alluvial well. Element has been requested to complete a construction and design cost estimate to tie each of these well locations into the existing raw water lines. This work will begin shortly.

The well locations 3 and 4 were determined to be the best locations as they produce a satisfactory amount of water and have better water quality than location 5, which tested very high in nitrates (> 20 mg/L).

A Basis of Design Report (BDR) must be submitted to CDPHE to add an additional water source. This BDR must include the results of extensive water quality testing. Two separate testing batteries must be completed in two separate calendar quarters. Also, once drilled, the well will need to be tested to insure it is not under the direct influence of surface water.

**No work this period.**

**It is suggested that the board continue discussions of adding the third alluvial well. With the construction of the new water treatment plant being finalized, both existing alluvial wells are required for operation. Currently there is no redundant alluvial source.**

### **GENERAL ENGINEERING – ADMINISTRATION**

Element has been coordinating closely with CLA to onboard general engineering services. Element, CLA and GNWSD held an initial onboarding meeting at Element offices on June 10, 2021. An additional onboarding meeting with REC has been scheduled on June 30<sup>th</sup>, 2021 at REC offices. We have received all electronic and hard copy files from MMI and have reviewed them to determine the sum of available records.

Element has completed cost estimates to support 2022 budget preparation. This included estimated general engineering (ops and admin) fees, capital project fees, and engineering construction administration fees. A meeting to review the proposed budget items was held on September 22<sup>nd</sup> at REC offices.

Element is coordinating the additional information (survey) and scoping items on the concentrate line and concentrate pond and line alternatives in the General Engineering – Administration job number.

Element presented options to the board on concentrate line and concentrate pond locations. See Third Concentrate Pond reporting for more information.

Element is working on the county permitting of the third concentrate pond. See third concentrate pond update.

Element provided draft General Engineering estimates and concentrate pond cost estimates for the 2023 budgeting period.

Element is currently working on budgeting and rate analysis updates for the 2023 calendar year. Also we have been coordinating with the district's consultants on the Town of Castle Rock water court case.

Element was requested to provide a cost for reviewing and updating the tap fee analysis that has historically been completed on behalf of the district. We have reviewed the historic tap fee analysis and the effort necessary to update these fees. It is estimated that our fee will not exceed \$9,500. We can either bill this under General Engineering, or under a separately approved task.

**1. Box Elder Creek Ranch Subdivision**

Element will report general administrative engineering items pertaining to the Box Elder Creek Ranch subdivision in this section.

**No work this period.**

**2. Rocking Horse Farms Subdivision**

Element will report general administrative engineering items pertaining to the Rocking Horse Farms subdivision in this section.

Element has coordinated with REC to complete the recommendation for final acceptance of the Rocking Horse Farms Pump Station Replacement Project. The project was completed on July 22, 2020, and has been successfully operating since startup. The 1-year warranty period has elapsed, and Element recommends final acceptance.

Element met with REC at RHF on January 21<sup>st</sup>, 2022 to discuss replacement of the RHF control valves. It was determined that an insertion valve could be installed downstream of the control valve to shut the tank off. A new electrically actuated gate valve could then be installed in the vault. It is recommended that two manual gate valves with wheels be installed on either side of the new actuated valve. This time was billed to General Engineering: Operations.

**No work this period.**

**3. Greatrock North Subdivision**

Element will report general administrative engineering items pertaining to the Greatrock North subdivision in this section.

**No work this period.**

**4. Hayesmount Estates Subdivision**

Element will report general administrative engineering items pertaining to the Hayesmount Estates subdivision in this section.

**No work this period.**

**GENERAL ENGINEERING – OPERATIONS**

Element will report on water accounting, use, water quality, and electrical usage, and pond levels in this section. We are working on on-boarding and coordination with REC so that we may obtain data for regular reporting.

Element met with REC on January 21<sup>st</sup>, 2022 to discuss the rocks in the concentrate line. It was determined that the line could be temporarily shut down (turn off WTP) and the line upstream of the

control valve could be shut. The concentrate line could then be pumped out (water discharging to the adjacent concentrate pond) and the line could be excavated, opened, and the rocks removed. Upon removal the line would need to be replaced in the excavated area.

See attached monthly year over year comparison of electrical use (KWH) and electrical billing (\$). Element has assisted with mapping of water mains to determine the source of the distribution system leak on Haysemount.

**No work this period.**

## **DEVELOPMENT SERVICES**

### **1. Country Club Ranchettes Filing No. 1**

Element has contacted Jay Scolnick and his contractor (Three Sons Construction) to set up a pre-construction meeting. The meeting is tentatively scheduled to be held onsite during the weeks of July 5, 2021, or July 12, 2021 depending on final construction permit issuance from Adams County. Three Sons Construction has started the submittal process with Element. We are reviewing submittals per the district's rules and regulations.

Element will discuss construction observation and management roles and responsibilities with REC and CLA to clearly define task responsibility between each entity.

Element will be responsible for onsite construction observation. Submittals have been received and reviewed. A pre-construction meeting was held on July 16<sup>th</sup>, 2021. Onsite construction work started on July 21<sup>st</sup>, 2021. Element will be providing full time observation for the first week, and scale back observation time if we feel the contractor is completing acceptable work. Element provided the district with an estimated number of hours for onsite work that included the pre-construction, observation, GPS services and final walkthrough.

Element has completed construction observation and oversight during construction. Adams County notified the developer (Jay) and their engineer (Manhard) that their fire hydrant design and installation was three feet too close to the centerline of the asphalt roadway. The hydrants are required to be moved, which will require a new pressure test. An exhibit of this relocation is attached to this board report.

Element inspected and coordinated work on the fire hydrant relocation.

Minor construction observation/coordination occurred during this reporting period. Initial acceptance will occur after the surface improvements are complete (pavement, etc).

Element was notified that paving would occur at the project during the month of December. Upon completion of surface improvements an initial acceptance walkthrough will be completed.

Element completed an initial acceptance walkthrough and compiled the attached punch list and closeout requirements. A letter was sent to the developer on June 23, 2022, and we are awaiting a response and required items.

Element has received a draft Bill of Sale and as-built documentation. We are waiting on final documents for initial acceptance.

We have final documents for Initial Acceptance and anticipate board approval during the February meeting. These documents have been submitted to the attorney for review.

**No work this period.**

**2. Country Club Ranchettes Filing No. 2**

On Wednesday January 26<sup>th</sup>, 2022. Element met with the developer to discuss inclusion of CCR Filing 2. There were no specific engineering related action items immediately necessary at the meeting. When the inclusion packet is submitted, Element will complete necessary review tasks.

The inclusion agreement for CCR F2 has been submitted and Element is working with the district's consulting team to review and provide comment.

Element met with the district staff to review the inclusion agreement. During this review it was determined that a capacity analysis would need to be updated to document that the district has adequate capacity to serve CCR F2. This capacity analysis will be completed to ensure the inclusion can be adequately served by existing district infrastructure, or if additional infrastructure by the developer is required.

**3. Ridgeview Estates**

This subdivision has gained Initial Acceptance.

**No work this period.**

**4. Epic Estates**

Element attended a meeting discussing water rights and potential water treatment for the proposed development.

**No work this period.**

**5. Horse Creek Retreat**

**No work this period.**

**OTHER PROJECTS:**

**1. 2023 Tap Fee Update**

The GNWSD board approved Element to compile an updated tap fee analysis. This work is currently being assigned to our staff and is being compiled. We expect to present this at the district's May board meeting.



**Ramey Environmental Compliance, Inc.**  
Management and Operation Solutions for  
Water and Wastewater Treatment  
**303-833-5505**

PO Box 99, Firestone, Colorado 80520  
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[www.RECinc.net](http://www.RECinc.net)

**Greatrock North Water & Sewer District**  
**ORC Report**  
**May 2, 2023**

Rocking Horse Farms Tank Fill Valve

The RHF Tank fill valve is experiencing ongoing issues with automatic control. REC and TLECC verified the issues are not electrical or SCADA control problems. A local CLA-Valve representative was contacted to schedule a site visit to inspect the valve to determine the best course of action moving forward. In the meantime, tank fill is being manually controlled by REC.

Update – Local CLA-Valve Representative, Pipestone Equipment, onsite to access RHF fill valve. Pipestone Equipment believes the control issues are due to an internal pressure loss through the internal components of the valve. REC is coordinating with Element Engineering to develop a plan to isolate the valve for inspection. Presently there is no isolation valve within the PRV pit, and no valves are indicated on plant drawings. Repair and/or replacement will need to take place during low demand season due to the inability to fill the tank while the valve is out of service.

Update – Site walk-through is scheduled for the first week of January with Element Engineering to review site layouts and develop plans for repairs.

Update – Site walk-thru completed with Element Engineering and Moltz Construction. After reviewing of site layout and plans it is confirmed there is no known isolation valve for the RHF tank fill valve. Element Engineering and REC developing plans for repair, but it is likely an insertion-type isolation valve will need to be installed before the replacement of the RHF fill valve.

Update – Element Engineering is developing the scope of work for Moltz Construction to repair.

RO Building Decommissioning

REC, Element Engineering, and Moltz construction are working together to locate the currently unknown source of water that is supplying back-pressure to the old RO treatment building. The backpressure source will need to be located and isolated prior to being able to complete the decommissioning of the old RO building.

Update 11/16/2022 – Altitude Leak Detection onsite to determine if BECR storage tank valves are leaking water when closed. Altitude Leak Detection was able to determine the south storage tank isolation valve is leaking water by when closed.

Update 4/4/23 - American West Construction and REC completed site walk to review scope of work for American West Construction to provide an estimate.

#### Augmentation

On 4/12/23 BBA Water requested augmentation be shut down until further notice. Augmentation was shut down until further notice on 4/12/23.

#### Additional Activities

Coordinated with Adams County and Holcim Contractors to uncover valves that were paved over during the county paving project. This work was completed on April 19.

REC provided a proposal for repairs to Brine Pond aerator. This proposal was approved on 4/14/23 and as soon as parts arrive the work will be scheduled.

Semi-Annual service and inspections of district generators was completed the week of 4/17/23 by Generator Source.

Water Quality

Month	ALV 1		ALV2		BECR		RHF		GRN	
	TDS mg/L	Hardness mg/L	TDS mg/L	Hardness mg/L	TDS mg/L	Hardness mg/L	TDS mg/L	Hardness mg/L	TDS mg/L	Hardness mg/L
Apr-23	1002	537	1055	537	216	35.8	253	33.5	233	34.8
Mar-23					229	68.6	505	166	442	165
Feb-23	1095	552	988	549	341	122	326	106	322	113
Jan-23					360	103	369	126	387	131
Dec-22					677	318	423	184	494	181
Nov-22					185	45	200	62	237	61
Oct-22	1080	525	924	526	385	157	449	179	456	202
Sep-22					777	309	792	302	772	308
Aug-22					778	382	758	308	762	312
Jul-22	1031	503	1037	497	709	324	718	327	742	314
Jun-22					718	321	689	298	693	302
May-22					691	277	762	313	743	308
Apr-22	1050	433	795	415	495	165	385	125	369	118
Minimum	1031	433	795	415	185	45	200	62	237	61
Maximum	1095	552	1037	549	778	382	792	327	772	314
Average	1064	503	936	497	529	216	531	208	535	210

### Certificate Of Completion

Envelope Id: A8865BD8B6454E30B250FD7FC0B20CE3	Status: Completed
Subject: Complete with DocuSign: Greatrock North WSD - MINUTES - 05-02-2023 Regular Mtg (exec copy).pdf	
Client Name: Greatrock North WSD	
Client Number: A179912-OS00-2023	
Source Envelope:	
Document Pages: 15	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Cindy Jenkins
Time Zone: (UTC-06:00) Central Time (US & Canada)	220 S 6th St Ste 300
	Minneapolis, MN 55402-1418
	Cindy.Jenkins@claconnect.com
	IP Address: 67.176.12.84


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Brian Rogers  
 brian@rogershvac.com  
 Corporate Secretary  
 Rogers & Sons, Inc.  
 Security Level: Email, Account Authentication (None)

### Signature

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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	6/21/2023 12:12:25 PM
Certified Delivered	Security Checked	6/27/2023 10:32:08 AM
Signing Complete	Security Checked	6/27/2023 10:32:44 AM
Completed	Security Checked	6/27/2023 10:32:44 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		



## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, CliftonLarsonAllen LLP (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

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### **How to contact CliftonLarsonAllen LLP:**

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