

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE GREATROCK NORTH WATER AND SANITATION DISTRICT HELD JUNE 2, 2020

A special 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, June 2, 2020 at 4:30 P.M. Due to COVID-19, the meeting was conducted via video conference - ZOOM. The meeting was open to the public.

Attendance

Directors In Attendance:

Robert W. Fleck
John D. Wyckoff
Jeffrey Polliard
Brian Rogers
Dave Lozano

Also In Attendance Were:

Lisa A. Johnson; CliftonLarsonAllen LLP (“CLA”)
Jennifer Gruber Tanaka, Esq.; White Bear Ankele Tanaka & Waldron, P.C.
Brad Simons P.E.; MMI Water Engineers, LLC (“MMI”)
Alan Matlosz; George K. Baum & Company (for a portion of the meeting)
Nick Marcotte, P.E.; Element Engineering LLC (“Element”) (for a portion of the meeting)
Mike Murphy; Ramey Environmental Compliance, Inc. (“REC”)

Administrative Matters

Disclosure of Potential Conflicts of Interest

Attorney Tanaka advised the Board that, pursuant to Colorado law, certain disclosures may be required prior to taking official action at the meeting. Attorney Tanaka confirmed that disclosures of conflicts of interest were filed with the Secretary of State’s Office and the Board at least 72 hours prior to the meeting for those Directors with potential conflicts of interest. The Board reviewed the Agenda for the meeting, following which, Directors Fleck, Wyckoff, Polliard, Rogers and Lozano each confirmed that they had no additional conflicts of interest in connection with any of the matters listed on the Agenda.

Agenda

Ms. Johnson distributed for the Board’s review and approval a proposed Agenda for the District’s special meeting.

RECORD OF PROCEEDINGS

Following discussion, upon motion duly made by Director Wyckoff, seconded by Director Polliard and, upon vote, unanimously carried, the Board approved the Agenda as amended.

Appointment of Officers

Upon a motion duly made by Director Wyckoff, seconded by Director Polliard and, upon vote, unanimously carried, the Board approved appointing the following slate of officers:

Robert William Fleck	President
John D. Wyckoff	Vice President
Jeffrey Polliard	Treasurer
Brian K. Rogers	Secretary
Dave Lozano	Assistant. Secretary

Board of Director's Report

None.

Monthly Manager's Report

The Board reviewed the monthly Manager's Report. There were no questions at this time. A copy of the report is attached hereto and incorporated herein by this reference.

Consent Agenda

The Board considered the following actions:

- Approve Minutes of the May 5, 2020 special meeting
- Ratify approval of payment of claims through the period ending May 31, 2020 as follows:

General Fund	\$ 100,126.36
Debt Service Fund	\$ 137,252.72
Capital Projects Fund	\$ 23,525.98
Total Claims:	\$ 261,905.06

- Operations and Maintenance Activities Report.
- Acceptance of cash position schedule and unaudited financial statements for the period ending April 30, 2020 and Inclusion Summary.
- Consider approval of Independent Contractor Agreement with Blanco, Inc. for On-Call Emergency Repair Services
- Ratify Approval of Engagement Letter with CliftonLarsonAllen LLP for Accounting Services

RECORD OF PROCEEDINGS

Following discussion, upon motion duly made by Director Wyckoff, seconded by Director Fleck and, upon vote, unanimously carried, the Board approved the consent agenda items as amended.

Financial Matters

Review and Consider Approval of a Loan Placement Agent Agreement from Stifel Nicolaus & Company, Inc. for Placement Agent Services

Mr. Matlosz presented the Loan Placement Agent Agreement with the Board and provided an update on the opportunity to refinance the 2010 bonds.

Following review, upon a motion duly made by Director Wyckoff, seconded by Director Polliard and, upon vote, unanimously carried, the Board approved the Loan Placement Agent Agreement from Stifel Nicolaus & Company, Inc. for Placement Agent Services.

Update on Current Bonds and Potential Refinancing.

Ms. Johnson reported that the June debt service payment was completed prior to the June 1st deadline. No other update was provided.

Engineer's Report

Mr. Simons presented the June Engineer's Report. A copy of the report is attached hereto and incorporated herein by this reference.

Capital Projects Update

Third Alluvial Well

Mr. Simons provided an update on the third Alluvial Well. He noted that Bishop Brogden & Associates would provide information and costs related to additional testing. Ms. Johnson will present this information at the committee meeting later this month.

Evaporation Pond

Mr. Simons provided an update to the Board, noting he is in the process of finalizing the required documents to submit to Colorado Department of Public Health and Environment ("CDPHE") for review and approval.

Mr. Simons informed the Board that he has spoken with four of the six property owners regarding easements needed related to the concentrate line alignment and all parties involved are in general agreement to grant easements. Mr. Simons will try to make contact with the other two property owners in the upcoming week.

RECORD OF PROCEEDINGS

Reverse Osmosis Treatment Facility

Mr. Marcotte reported on the progress made related to the Reverse Osmosis Treatment Facility upgrade, noting he has submitted a design and permitting package to CDPHE. Mr. Marcotte informed the Board that the submittal would be assigned to an engineer for review, after which the engineer will call with any questions or requests for further information. Mr. Marcotte anticipates this process to take a few weeks and reported he will work on designs from the sub consultants while waiting for comments from CDPHE. The Board discussed whether to design for inclusion of a restroom facility in the new treatment facility. Following discussion, the Board approved including a restroom facility in the new designs.

Mr. Marcotte agreed to send the final documents, which were submitted to CDPHE, to the Board and consulting team.

Water Meter Upgrade Project

The Board discussed the Water Meter Upgrade Project. Ms. Johnson noted that she will schedule a kick-off meeting for this project once the meter reading transition is complete.

Review and Consider Approval of First Addendum to Independent Contractor Agreement with Utility Sales & Service for meter installations and upgrades

Following discussion, upon a motion duly made by Director Wyckoff, seconded by Director Rogers and, upon vote, unanimously carried, the Board approved the First Addendum to the ICA with Utility Sales & Service for meter installations and upgrades.

Operations/ Maintenance Matters

Mr. Murphy presented the Operations and Maintenance Report to the Board, noting all backflow tests have been completed, except for the fire hydrant meter. Staff agreed to locate the fire hydrant meter and REC will complete testing. REC will meet with RESA regarding the transfer switch testing on June 3rd. A copy of the report is attached hereto and incorporated herein by this reference.

ORC Report

Discuss curb stop exercising in Box Elder Creek Ranch

Following discussion, the Board determined to finalize the curb stop exercising in Box Elder Creek Ranch with REC. Ms. Johnson will work with REC on next steps.

RECORD OF PROCEEDINGS

Legal Matters Status of Country Club Ranchettes Filing No. 2 Inclusion Agreement

Attorney Tanaka noted that there is no new update at this time.

Other Business Status of Homestead Heights (Country Club Ranchettes #1)

Mr. Simons has reviewed the first two sets of water system component plans and noted that two more sets will be submitted for his review.

Status of Hayesmount Estates

No new update was provided at this time.

Status of Ridgeview Estates

Ms. Johnson reported that she has informed the property owner that additional deposit funds will be necessary to move forward with the project.

Status of Country Club Ranchettes #2

No new update was provided at this time.

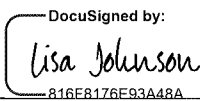
Consider Approval of Engagement Letter with Matthew Sura for COGCC Rulemaking Legal Representation

Following review, upon a motion duly made by Director Wyckoff, seconded by Director Rogers and, upon vote, unanimously carried, the Board approved the Engagement Letter with Matthew Sura for COGCC Rulemaking Legal Representation.

Community Comments There were no Community Comments before the Board at this time.

Adjournment There being no further business to come before the Board at this time, upon motion duly made by Director Wyckoff, seconded by Director Rogers and, upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,

By  DocuSigned by:
Lisa Johnson
816E8176E93A48A

Secretary for the Meeting



Date: May 26, 2020
To: Greatrock North Water and Sanitation District, Board of Directors
From: Lisa A. Johnson, Interim District Manager
Re: June 2, 2020 Manager's Report

Agenda Action Items

II.A. Consent Agenda

1. Approve the Minutes of the May 5, 2020 special meeting.
2. Ratify approval of the payment of claims for the period ending May 31, 2020.
3. Operations and Maintenance Activities Report.
4. Review water meter installations.
5. Acceptance of cash position schedule and unaudited financial statements for the period ending April 30, 2020 and Inclusion Summary.
6. Consider approval of Independent Contractor Agreement with Blanco, Inc. for On-Call Emergency Repair Services.
7. Ratify Approval of Engagement Letter with CliftonLarsonAllen LLP for Accounting Services.

I recommend approval of the consent agenda items.

III.A Loan Placement Agent Agreement from Stifel Nicolaus & Company, Inc. for Placement Agent Services

Mr. Matlosz has provided a Loan Placement Agent Agreement for the Board's consideration. The fee for these services would be \$20,000.

I recommend approval of the Loan Placement Agent Agreement.

IV.A.4.a. Meter Upgrade Project

During the May Committee meeting, I presented information regarding proposals received for meter installation and upgrades from Ramey Environmental Compliance, Inc. and Utility Sales & Service. The overall budget to complete the project including meters, hardware, software and installation is \$203,431.26.

I recommend moving forward with the project and approving and addendum to the ICA with USS for meter installation and upgrade services.

VII.A. Homestead Heights/ Country Club Ranchettes #1

No new update.

VII.B. Hayesmount Estates

17 System Development Fees have been paid as of February 21, 2020.

VII.C. Ridgeview Estates

No new update.

VII.D. Country Club Ranchettes No. 2

No new update.

Review of monthly Water Resumes and Other Water Related Matters

Attorney Poznanovic has reviewed the April resume and did not find any cases he recommends the District oppose.

Update on other District Related Matters and/or Committee Meetings

The Committee met in person on May 15, 2020. A summary of the discussion is as follows:

A. Capital Projects

1. RO Plant Upgrade – (enclosure – 002) Nick will submit plans to CDPHE by end of the month. Rob asked if the leech field can be moved. He also asked if Nick could show the future office/meeting space as a bid alternate. Staff to refresh the engineer’s estimate for the project.

The design of the new RO WTF will include the footprint for the "Future Office Area", but this area will NOT be finished. The design will include the mechanical components (i.e. sewer stub for toilet, floor drain, shower, sink) for the future bathroom. The OWTS footprint to the north

of the building will be identified. The previous concept of an access off of East 164th Avenue was intended to accommodate the Altella treatment system and is no longer needed. The wall between the process area and the office area will be constructed and will take into account future storage above the office area. IN the interim, files can be stored in the future office area space. Minimal lighting will be provided in the office area, but no electrical outlets will be provided. The electrical panel for the WTF will have "spare" empty slots for future breakers.

2. Concentrate Pond (enclosure – 003) Brad should have full set of specification by end of next week. Brad will also be preparing the EDOP information that is required by CDPHE. Group discussed fencing of the pond. Brad to redline contract documents next week and transmit back to Jennifer. Package should be able to be submitted to CDPHE by first week in June.
 - a. Status of response from property owners – Rob spoke with one homeowner (first on the alignment route) and she is open to the request. Jennifer to draft the easement agreement, Brad to determine value to offer, prepare legal description and exhibit. Rob will make rounds this weekend to see if he can connect with two homeowners. Brad to contact Jay and Jeffery Homes. Lisa to review billing records to see if phone numbers or emails for these residents are accessible.
3. Meter Upgrade Project (enclosure – 004a, 004b) – reviewed the proposal from USS and total estimated project budget and determined to continue moving forward with this project. Lisa anticipates a start date of mid-June to early July.
4. Alluvial Well – BBA is recommending further testing at Alluvial Well No. 5 location. Estimate to complete this is between \$4,000 to \$4200.

Update on Management, Accounting, and Billing Services

The transition of management and billing services from SDMS continues to move along. Management services is fully transitioned. Billing staff continues to work with residents regarding transmission of payments due to the termination of Xpress Bill Pay. Point and Pay (new online payment option) is in process and I am hopeful we will be able to offer to residents in June.

CLA was engaged to provide Accounting Services in May. I held a conference call with Marchetti & Weaver and CLA to discuss process for transition of those services. Director Fleck has executed all documents associated with establishing a new lockbox as well as transferring the bank accounts under the Internet Cash Management umbrella at CLA.

REC will provide backflow preventer testing services.



**GREATROCK NORTH WATER AND SANITATION DISTRICT
ENGINEER'S REPORT
May 24, 2020**

Facility Activities

Box Elder Creek Ranch Subdivision

No activity updates to report.

Rocking Horse Farms Subdivision

Quantum Pump & Controls, LLC, has installed the variable frequency drive for the high-service pump (i.e. fire pump) and expects to complete the installation of the fourth duty pump by May 29, 2020.

Greatrock North Subdivision

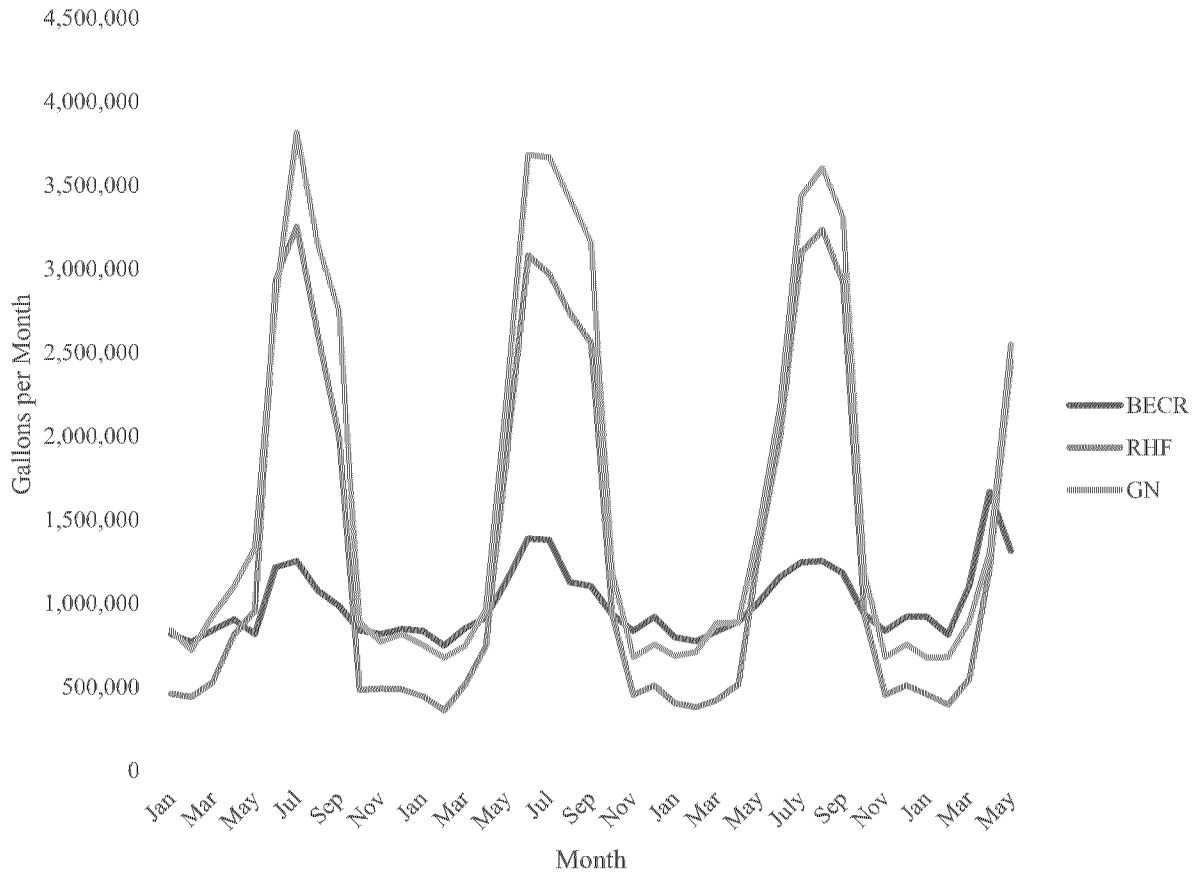
No activity updates to report.

District-wide Activities**General Water Accounting**

Below is a tabulation and graph of water usage (gallons) for each month for each subdivision based upon the daily/monthly SCADA reports.

2018, 2019, & 2020	BECR	RHF	GN
December (2018)	921,072	508,705	754,203
January (2019)	796,883	401,939	686,814
February	774,758	377,806	710,598
March	831,348	420,949	880,730
April (projected)#	888,839	516,644	883,631
May	1,007,538	1,318,466	1,450,327
June	1,158,465	1,995,163	2,181,844
July	1,244,000	3,099,940	3,432,270
August	1,254,862	3,235,914	3,601,755
<i>September (as of 09/22/19)</i>	<i>864,337</i>	<i>2,141,286</i>	<i>2,427,177</i>
<i>September (projected)</i>	<i>1,178,641</i>	<i>2,919,936</i>	<i>3,309,787</i>
October	DATA NOT AVAILABLE		
November	DATA NOT AVAILABLE		
December (2019)	DATA NOT AVAILABLE		
January (2020)	920,151	456,104	674,231
February (2020)	813,103	393,499	677,324
March (extrapolated)	1,102,947	548,954	887,770
April (2020)	1,666,738	1,205,597	1,308,247
<i>May (projected)</i>	<i>1,315,808</i>	<i>2,449,757</i>	<i>2,547,116</i>

2017-2020 GNWSD Water Usage



Water Quality Tracking

Below are tables summarizing water quality, pond levels, and electricity usage.

Sample Date	TDS (mg/l)			Hardness (mg/l)		
	BECR	RHF	GN	BECR	RHF	GN
May 15, 2020	LAB RESULTS PENDING					
April 15, 2020	562	530	527	207.3	197.1	203.9
March 18, 2020	474	459	461	166.8	152.6	153.4
February 26, 2020	484	485	493	160.2	158.6	171.2
January 15, 2020	435	426	464	147.0	146.9	157.2
December 13, 2019	403	358	361	128.0	109.6	115.3
November 27, 2019	432	339	395	117.1	88.7	91.3
October 16, 2019	340	452	415	79.6	129.2	117.8
September 25, 2019	495	497	485	165.5	177.9	174.9
August 14, 2019	565	520	546	213.3	195.8	194.7
July 17, 2019	464	437	513	193.2	186.3	190.6

June 5, 2019	511	557	544	132.2	173.7	154.8
May 22, 2019	665	650	645	262.3	263.3	271.7
April 24, 2019	490	451	459	170.9	141.1	149.1
March 20, 2019	437	429	419	162.0	153.2	159.2
February 28, 2019	352	404	334	112.9	136.8	110.4
January 16, 2019	657	510	590	261.9	182.4	226.2
December 5, 2018	292	318	328	62.1	66.8	66.0
November 7, 2018	283	305	290	72.0	88.6	81.0
October 11, 2018	292	347	346	90.9	128.6	121.6
September 14, 2018	434	442	444	167.1	167.4	164.6
August 31, 2018	467	481	338	173.5	168.2	138.3

* Any projections are based upon benchtop data presented by Mike Atwood if laboratory results are unavailable.

The maximum daily reverse osmosis runtime was decreased to 300 minutes (5.0 hours) on November 13, 2019.

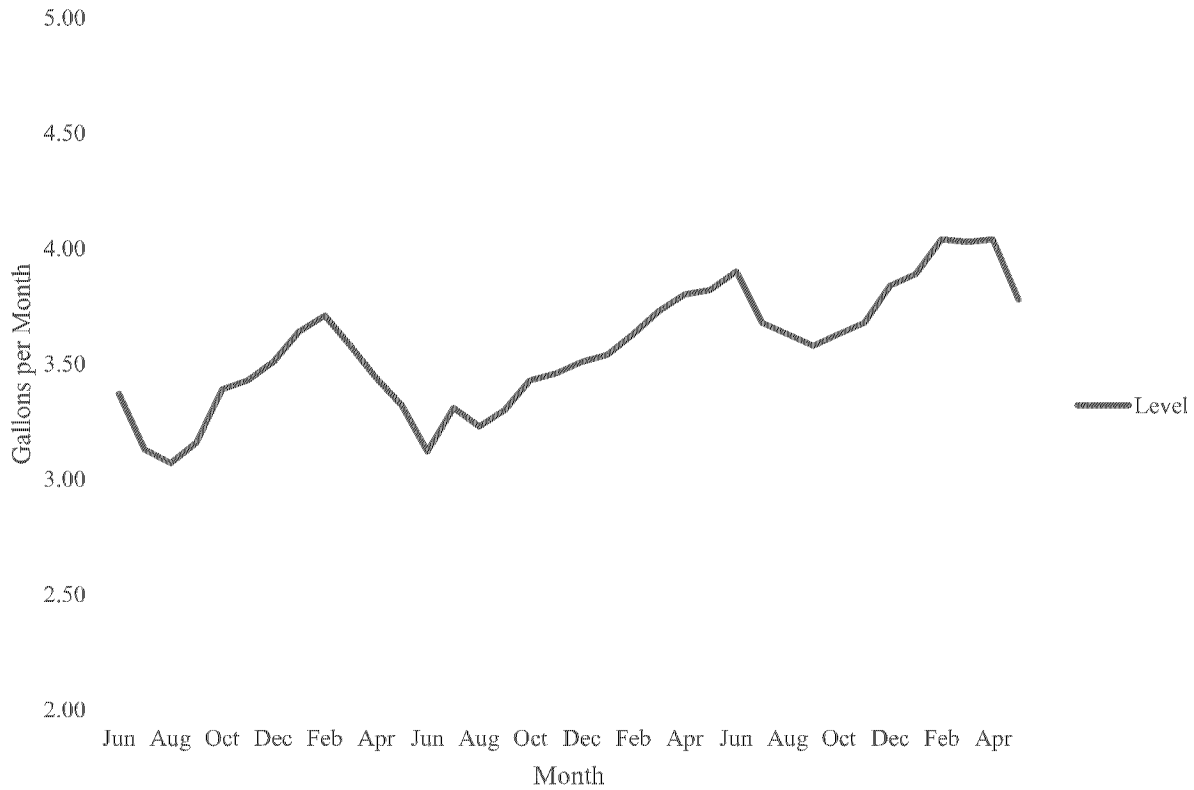
Pond Level Management

On January 9, 2020, the daily SCADA reporting function was restored. There are approximately 7 inches of capacity available in the ponds and we will continue to monitor this data through the winter as evaporative rates and daily water usage change.

Date	South Pond Level Reading
March 25, 2018	3.58
June 30, 2018	3.12
September 23, 2018	3.30
December 31, 2018	3.51
February 21, 2019	3.63
March 22, 2019	3.73
June 23, 2019	3.90
September 22, 2019	3.58
November 11, 2019	3.68
December 18, 2019#	3.80
January 1, 2020	3.84
January 31, 2020	3.92
February 20, 2020	4.04
March 18, 2020	4.03
April 25, 2020	4.04
May 24, 2020	3.78

Data may not be accurate since the daily reporting function has not been reliably restored.

2017-2020 GNWSD Pond Levels



United Power Billings

Below is tracking of the annual electrical usage and billings. Effective March of 2020, United Power will be billing on calendar month cycles reflecting usage from the first to last day of the month.

12-Month Comparisons – Energy Usage (KWH)					
2016	41,650	276,080	54,440	93,880	466,050
2017	46,917	261,160	79,360	96,880	484,317
2018	49,690	236,640	120,480	97,040	503,850
2019	49,710	265,400	51,360	84,160	450,630

12-Month Comparisons – Billing Amount					
2016	\$4,727.95	\$22,001.43	\$4,818.44	\$7,689.61	\$39,237.43
2017	\$5,139.49	\$20,952.92	\$6,811.47	\$7,842.35	\$40,746.23
2018	\$5,809.20	\$19,753.28	\$11,043.46	\$8,417.57	\$45,023.51
2019	\$5,886.66	\$22,413.13	\$5,538.77	\$7,697.35	\$41,535.91

Below year-to-date tracking of the electrical usage and billings for similar 3-month periods.

YTD Comparisons (3 months)					
Energy Usage (KWH)					
Year	Alluvial Wells	BECR	RHF	GN	Total
2016	7,214	56,560	10,840	20,600	95,214
2017	9,919	45,400	15,760	24,960	96,039
2018	7,505	44,720	8,880	20,440	81,545
2019	9,244	45,440	7,080	20,440	82,204
2020	6,913	33,200	7,040	11,360	58,513

YTD Comparisons (3 months)					
Billing Amount					
Year	Alluvial Wells	BECR	RHF	GN	Total
2016	\$870.52	\$4,531.18	\$1,032.65	\$1,766.02	\$8,200.37
2017	\$1,178.18	\$3,974.23	\$1,485.98	\$2,243.56	\$8,881.95
2018	\$922.04	\$3,667.17	\$874.93	\$1,778.63	\$7,242.77
2019	\$1,129.50	\$3,989.99	\$736.29	\$1,808.90	\$7,664.68
2020	\$842.06	\$2,873.96	\$737.22	\$1,011.71	\$5,464.95

NOTE: United Power's energy rates changed in the billings issued on February 25, 2020.

Energy Category	2017 Rates	2018 Rates	2019 Rates	2020 Rates
C1 (Energy)	\$0.11219 / KWH	\$0.1122 / KWH	\$0.1078 / KWH	\$0.1031 / KWH
C1 (Demand)	-	-	\$1.00 / KW	\$1.50 / KW
CTD1 (On Peak)	\$0.15932 / KWH	\$0.1594 / KWH	\$0.1594 / KWH	\$0.1594 / KWH
CTD1 (Demand)	-	-	\$1.00 / KW	\$1.50 / KW
CTD2 (Off Peak)	\$0.06177 / KWH	\$0.0618 / KWH	\$0.0554 / KWH	\$0.052 / KWH

Development Activities

Hayesmount Estates

No engineering activity.

Country Club Ranchettes, Filing 1

MMI has reviewed the initial submittals (Submittal No. 1 and Submittal No. 2) for the water system improvements and has requested a schedule for construction within the Greatrock North and Rocking Horse Farms subdivisions.

Ridgeview Estates (PLT2019-00026)

On May 20, 2020, the developer indicating an updated set of construction plans for the proposed water system improvements are forthcoming.

Country Club Ranchettes, Filing 2

No engineering activity.



ENGINEER'S PROGRESS REPORT

Date: June 2, 2020
To: Greatrock North Water and Sanitation District
From: Element Engineering
Job No. 0041.0001
RE: Monthly Engineers Report – **New Items Bold**

Water Treatment Plant Improvements - Design

Design of the water treatment plant is ongoing with interior and exterior piping being set both horizontally and vertically. Preliminary site and grading plans have been completed. Equipment has been laid out and situated in the building floorplan.

Progress plans were sent to MMI and Ramey Environmental on March 30th. A review meeting was held to discuss comments and gather input on the drawings from the design team on April 16th. We are currently working on updating the plans per the comments received. These updated plans will be sent to the district board and design team by the week of May 4th.

Plans and a Basis of Design Report (BDR) will be submitted to CDPHE by the end of May. During CDPHE review Element will continue to move the design forward and will be working with subconsultants on their respective areas of the design (structural, MEP, electrical, etc).

Element submitted progress plans for the district committee meeting. Changes to the site plan were discussed including removing the northern access and moving the future septic system location. Discussion on the finishing of the future office location was also discussed.

We are currently continuing to work on the design plans including comments discussed at the meeting. A new progress set will be submitted to the district prior to the June board meeting. We are on schedule for a May submittal to CDPHE. We have kicked all subconsultants off on their designs and have entered the multi-disciplinary phase of design.

Further discussion on the future office location is required at the upcoming board meeting. There were no comments discussing moving equipment/piping, therefore we will move forward with all subconsultants on the proposed layout.

A preliminary schedule for design through construction is attached.

Equipment Submittal Review

Element has reviewed and approved the Prominent antiscalant feed skid submitted by Worth Hydrochem. We received the RO equipment submittal drawings that are being used in our design. We have requested and received a full technical submittal from the equipment manufacturer Marlo. This submittal was approved on May 21, 2020.

ID	Task Name	Task Mode	Start	Finish	Duration	Task	Summary	Inactive Milestone	Manual Summary	Manual Summary Rollup	Start-only	Finish-only	External Milestone	Manual Progress
1	Design Phase		Sun 5/31/20	Wed 9/16/20	78 days									
2	BDR and Plans Submitted to CDPHE		Sun 5/31/20	Sun 5/31/20	0 days									
3	CDPHE Review		Sun 5/31/20	Thu 8/20/20	3 mons									
4	Finalize Design w/ Subconsultants (Multidisciplinary Coordination)		Sun 5/31/20	Thu 8/20/20	3 mons									
5	Full Design Package (All Subconsultants) Complete for Team Review		Thu 8/20/20	Thu 8/20/20	0 days									
6	Update Design per Team Comments		Thu 8/20/20	Wed 9/16/20	4 wks									
7	Project Approved for Bid		Wed 9/16/20	Wed 9/16/20	0 days									
8	Bidding Phase		Wed 9/16/20	Tue 11/10/20	40 days									
9	Advertisement, Bidding, Pre-Bid, Notice of Award		Wed 9/16/20	Tue 11/10/20	2 mons									
10	Construction Phase		Tue 11/10/20	Mon 3/29/21	100 days									
11	Construction		Tue 11/10/20	Mon 3/29/21	5 mons									
12														
13														
14														
15														
16														
17														
18														
19														

Task Split Milestone	Summary Project Summary Inactive Task	Inactive Milestone Inactive Summary Manual Task	Duration-only Manual Summary Rollup Manual Summary	Start-only Finish-only External Tasks	External Milestone Deadline Progress	Manual Progress
----------------------	---------------------------------------	---	--	---------------------------------------	--------------------------------------	-----------------

Certificate Of Completion

Envelope Id: 0A60AB95B7FD4D9E9170843A77851460
 Subject: Please DocuSign: 06-02-20 Minutes.pdf
 Client Name: Greatrock North Water and Sanitation District
 Client Number: 011-046103
 Source Envelope:
 Document Pages: 18
 Certificate Pages: 4
 AutoNav: Enabled
 EnvelopeId Stamping: Enabled
 Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Completed

Envelope Originator:
 Megan Liesmaki
 220 South 6th Street
 Suite 300
 Minneapolis, MN 55402
 Megan.Liesmaki@claconnect.com
 IP Address: 71.205.25.179

Record Tracking

Status: Original
 8/13/2020 12:01:13 PM

Holder: Megan Liesmaki
 Megan.Liesmaki@claconnect.com

Location: DocuSign

Signer Events

Lisa Johnson
 lisa.johnson@claconnect.com
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 816F8176E93A48A...

Signature Adoption: Pre-selected Style
 Using IP Address: 165.225.10.156

Timestamp

Sent: 8/13/2020 12:02:35 PM
 Viewed: 8/13/2020 12:12:10 PM
 Signed: 8/13/2020 12:12:19 PM

Electronic Record and Signature Disclosure:
 Accepted: 8/13/2020 12:12:10 PM
 ID: 2fa4cb89-e5bb-4de5-a09a-c9c5b972bb98

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
 Certified Delivered Security Checked
 Signing Complete Security Checked
 Completed Security Checked

8/13/2020 12:02:35 PM
 8/13/2020 12:12:10 PM
 8/13/2020 12:12:19 PM
 8/13/2020 12:12:19 PM

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.

Getting paper copies

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

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact CliftonLarsonAllen LLP:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: BusinessTechnology@CLAconnect.com

To advise CliftonLarsonAllen LLP of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at BusinessTechnology@CLAconnect.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from CliftonLarsonAllen LLP

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to BusinessTechnology@CLAconnect.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with CliftonLarsonAllen LLP

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to BusinessTechnology@CLAconnect.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify CliftonLarsonAllen LLP as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by CliftonLarsonAllen LLP during the course of your relationship with CliftonLarsonAllen LLP.