

## RECORD OF PROCEEDINGS

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### MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE SPRING VALLEY METROPOLITAN DISTRICT NO. 1 AND THE BOARD OF DIRECTORS OF THE SPRING VALLEY METROPOLITAN DISTRICT NO. 1 WATER AND SEWER ACTIVITY ENTERPRISE HELD FEBRUARY 11, 2021

A Special Meeting of the Board of Directors of the Spring Valley Metropolitan District No. 1 (referred to hereafter as the "District") and the Board of Directors of the Spring Valley Metropolitan District No. 1 Water and Sewer Activity Enterprise (referred to hereafter as the "Enterprise", referred to hereafter collectively as the "Board"), was convened on Thursday, February 11, 2021 at 3:00 p.m. 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, the District Board meeting was held by conference call. The meeting was open to the public.

#### ATTENDANCE

#### Directors In Attendance Were:

James E. Marshall  
Scott Marshall  
Holly D. Robinson  
Christopher ("CJ") Kirst  
Shelley Marshall

#### Also In Attendance Were:

David Solin; Special District Management Services, Inc. ("SDMS")

MaryAnn McGeady, Esq., Christopher Brummitt, Esq., and Craig Sorensen;  
McGeady Becher P.C.

Eric Weaver and Cheri Curtis; Marchetti & Weaver LLC

#### PUBLIC COMMENTS

There were no public comments.

#### DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Disclosures of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State.

Mr. Solin noted that a quorum was present and requested members of the Board to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting, and incorporated for the record those applicable

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disclosures made by the Board members prior to this meeting in accordance with the statute. Attorney Brummitt noted that Disclosure Statements have been filed for all directors. No additional conflicts were disclosed.

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### ADMINISTRATIVE MATTERS

**Agenda:** Mr. Solin distributed, for the Board's review and approval, a proposed agenda for the District's Special Meeting.

Following discussion, upon motion duly made by Director J. Marshall, seconded by Director Kirst and, upon vote, unanimously carried, the agenda was approved, as amended.

**Approval of Meeting Location:** The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District's Board meeting.

Following discussion, upon motion duly made by Director J. Marshall, seconded by Director Kirst and, upon vote, unanimously carried, the Board determined that, 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, the meeting would be held by telephonic means, and encouraged public participation via telephone. The Board further noted that notice of the time, date and location was duly posted and that that no objections to the telephonic manner of the meeting, or any requests that the telephonic manner of the meeting be changed by taxpaying electors within the District boundaries, have been received.

**Designation of 24-hour Posting Location:** Upon motion duly made by Director J. Marshall, seconded by Director Kirst and, upon vote, unanimously carried, the Board determined that notices of meetings of the District Board required pursuant to Section 24-6-402(2)(c), C.R.S., shall be posted within the boundaries of the District as least 24 hours prior to each meeting at the following location: Water tank site-4200 County Road 174, Elizabeth, Colorado 80107.

**Minutes:** The Board reviewed the Minutes of the October 27, 2020 Special Meeting.

Following discussion, upon motion duly made by Director J. Marshall, seconded by Director Shelley Marshall and, upon vote, unanimously carried, the Minutes of the October 27, 2020 Special Meeting were approved, as presented.

**McGeady Becher P.C. Document Retention Policy:** Attorney McGeady presented to the Board an update to the McGeady Becher P.C. Document Retention Policy.

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Following discussion, upon motion duly made by Director Shelley Marshall, seconded by Director J. Marshall and, upon vote, unanimously carried, the Board approved the update and directed a copy of the approved, updated McGeady Becher P.C. Document Retention Policy be attached to the Minutes. Accordingly, a copy of the updated McGeady Becher P.C. Document Retention Policy is attached hereto, and incorporated herein by reference.

### FINANCIAL MATTERS

**Claims:** The Board considered ratifying the approval of the payment of claims for the period ending February 11, 2021 as follows:

Fund	Period ending Feb. 11, 2021
General	\$ 132,582.25
Debt Service	\$ -0-
Capital	\$ 739,445.77
Enterprise	\$
<b>Total Claims</b>	<b>\$ 1,155,761.08</b>

Following review, upon motion duly made by Director J. Marshall, seconded by Director Scott Marshall and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period ending February 11, 2021, as presented.

**Unaudited Financial Statements:** The Board discussed the unaudited financial statements and schedule of cash position for the period ending December 31, 2020.

Following discussion, upon motion duly made by Director J. Marshall, seconded by Director Robinson and, upon vote, unanimously carried, the Board accepted the unaudited financial statements and the schedule of cash position for the period ending December 31, 2020.

### LEGAL MATTERS

**Real Estate Purchase Agreement and Related Documents between Spring Valley Metropolitan District No. 1 (“District”) and Spring Valley Ranch Master Owners Association c/o Colorado Property Management Specialists, Inc. (“Association”), for the District’s Purchase of Certain Real Property from the Association:** The Board reviewed a Real Estate Purchase Agreement and related documents between the District and the Association, for the District’s purchase of certain real property from the Association.

Following discussion, upon motion duly made by Director Shelley Marshall, seconded by Director Robinson and, upon vote, unanimously carried, the Board approved the execution of the Real Estate Purchase Agreement and related documents between the District and the Association, for the District’s purchase of certain real property from the Association.

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Special Warranty Deed Conveying Association Property to the District: The Board reviewed a Special Warranty Deed conveying Association property to the District.

Following discussion, upon motion duly made by Director Shelley Marshall, seconded by Director Robinson and, upon vote, unanimously carried, the Board accepted the Special Warranty Deed conveying Association property to the District.

**Real Estate Purchase Agreement and Related Documents between the District and the Association, for the District's Sale of Certain Property to the Association:** The Board reviewed a Real Estate Purchase Agreement and related documents between the District and the Association, for the District's sale of certain property to the Association.

Following discussion, upon motion duly made by Director Shelley Marshall, seconded by Director Robinson and, upon vote, unanimously carried, the Board approved the execution of the Real Estate Purchase Agreement and related documents between the District and the Association, for the District's sale of certain property to the Association.

Special Warranty Deed Conveying District Property to the Association: The Board reviewed a Special Warranty Deed conveying District property to the Association.

Following discussion, upon motion duly made by Director Shelley Marshall, seconded by Director Robinson and, upon vote, unanimously carried, the Board approved the Special Warranty Deed conveying District property to the Association.

**Equipment Maintenance Reimbursement Agreement between the District and the Association:** The Board reviewed an Equipment Maintenance Reimbursement Agreement between the District and the Association.

Following discussion, upon motion duly made by Director Shelley Marshall, seconded by Director Robinson and, upon vote, unanimously carried, the Board approved and authorized the execution of the Equipment Maintenance Reimbursement Agreement between the District and the Association.

**Condemnation Proceeding Relating to Property Owned by ER Golf Real Estate LLC:** Attorney McGeady discussed with the Board the status of the condemnation proceeding relating to property owned by ER Golf Real Estate LLC. The Board determined it was not necessary to adjourn to Executive Session.

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Memorandum of Understanding between Spring Valley Metropolitan District No. 1 and Lakeport CF, LLC: The Board discussed a Memorandum of Understanding between Spring Valley Metropolitan District No. 1 and Lakeport CF, LLC.

Following discussion, upon motion duly made by Director Robinson, seconded by Director Kirst and, upon vote, unanimously carried, the Board approved the Memorandum of Understanding between Spring Valley Metropolitan District No. 1 and Lakeport CF, LLC, and authorized any necessary actions required in connection therewith.

**Amended and Restated Service Plans for Spring Valley MD Nos. 4, 5 and 6 to Elbert County**: Attorney Brummitt reported to the Board that the Amended and Restated Service Plans for Spring Valley MD Nos. 4, 5 and 6 are in the process of being submitted to Elbert County.

Following discussion, upon motion duly made by Director Kirst, seconded by Director Robinson and, upon vote, unanimously carried, the Board authorized any necessary actions required in connection with the submittal of the Amended and Restated Service Plans for Spring Valley MD Nos. 4, 5 and 6 to Elbert County.

**Organization of Spring Valley Metropolitan District No. 5 and No. 6**: The Board discussed the status of the organization of Spring Valley Metropolitan District No. 5 and No. 6.

**Elbert County Board of County Commissioners Public Hearing on the Development Guide Amendment # 3 (“DGA #3”)**: Director J. Marshall reported to the Board that the Commissioners unanimously approved DGA #3 on February 10, 2021.

**Assignment of Responsibility for the Construction of Roads Under the Subdivision Agreement (Spring Valley Ranch Filing 5), by and between the Board of County Commissioners of Elbert County, Colorado and Spring Valley Land Investments, LLC**: The Board discussed the assignment of responsibility for the construction of roads under the Subdivision Agreement (Spring Valley Ranch Filing 5), by and between the Board of County Commissioners of Elbert County, Colorado and Spring Valley Land Investments, LLC.

Following discussion, upon motion duly made by Director J. Marshall, seconded by Director Shelley Marshall and, upon vote, unanimously carried, the Board accepted the assignment of responsibility for the construction of roads under the Subdivision Agreement (Spring Valley Ranch Filing 5), by and between the Board of County Commissioners of Elbert County, Colorado and Spring Valley Land Investments, LLC.

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**Assignment of Responsibility for the Construction of Roads Under the Subdivision Agreement (Spring Valley Ranch – County Road 13 and County Road 174), by and between the Board of County Commissioners of Elbert County, Colorado and Spring Valley Land Investments, LLC:** The Board discussed the assignment of responsibility for the construction of roads under the Subdivision Agreement (Spring Valley Ranch – County Road 13 and County Road 174), by and between the Board of County Commissioners of Elbert County, Colorado and Spring Valley Land Investments, LLC.

Following discussion, upon motion duly made by Director J. Marshall, seconded by Director Shelley Marshall and, upon vote, unanimously carried, the Board accepted the assignment of responsibility for the construction of roads under the Subdivision Agreement (Spring Valley Ranch – County Road 13 and County Road 174), by and between the Board of County Commissioners of Elbert County, Colorado and Spring Valley Land Investments, LLC.

**Agreement and Related Documents between the District and Bemas Construction, Inc. for the Construction of County Roads 13 and 174:** The Board reviewed an Agreement and related documents between the District and Bemas Construction, Inc. for the construction of County Roads 13 and 174.

Following discussion, upon motion duly made by Director Kirst, seconded by Director J. Marshall and, upon vote, unanimously carried, the Board approved and authorized the execution of the Agreement and related documents between the District and Bemas Construction, Inc. for the construction of County Roads 13 and 174.

**Assignment of Responsibility for the Construction of Roads Under the Subdivision Agreement (Spring Valley Ranch – County Road 178), by and between the Board of County Commissioners of Elbert County, Colorado and Spring Valley Land Investments, LLC:** The Board discussed the assignment of responsibility for the construction of roads under the Subdivision Agreement (Spring Valley Ranch – County Road 178), by and between the Board of County Commissioners of Elbert County, Colorado and Spring Valley Land Investments, LLC.

Following discussion, upon motion duly made by Director J. Marshall, seconded by Director Shelley Marshall and, upon vote, unanimously carried, the Board accepted the assignment of responsibility for the construction of roads under the Subdivision Agreement (Spring Valley Ranch – County Road 178), by and between the Board of County Commissioners of Elbert County, Colorado and Spring Valley Land Investments, LLC.

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**Agreement and Related Documents between the District and Bemas Construction, Inc. for the Construction of County Road 178:** The Board reviewed an Agreement and related documents between the District and Bemas Construction, Inc. for the construction of County Road 178.

Following discussion, upon motion duly made by Director Kirst, seconded by Director J. Marshall and, upon vote, unanimously carried, the Board approved and authorized the execution of the Agreement and related documents between the District and Bemas Construction, Inc. for the construction of County Road 178.

**Agreement and Related documents between the District and Nelson Pipeline Constructors, LLC for Construction and Installation of a Lift Station and Force and Gravity Main:** The Board reviewed an Agreement and related documents between the District and Nelson Pipeline Constructors, LLC for construction and installation of a lift station and force and gravity main.

Following discussion, upon motion duly made by Director Robinson, seconded by Director Scott Marshall and, upon vote, unanimously carried, the Board authorized the execution of the Agreement and related documents between the District and Nelson Pipeline Constructors, LLC for construction and installation of a lift station and force and gravity main, and further approved and authorized an anticipated change order to the agreement in an amount not to exceed \$5,000.

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**OPERATION &  
MAINTENANCE  
MATTERS/  
CAPITAL  
IMPROVEMENTS  
MATTERS**

**Monthly Activities Reports for October 2020:** Mr. Solin discussed with the Board the Ramey Environmental Compliance monthly activities report for October 2020.

**Proposal from Rocky Mountain Group for Construction Materials Testing and Observation Services on the Lift Station:** The Board reviewed a revised proposal from Rocky Mountain Group for construction of the lift station, with the portions of the proposal relating to construction materials testing and observation services removed.

Following discussion, upon motion duly made by Director J. Marshall, seconded by Director Shelley Marshall and, upon vote, unanimously carried, the Board ratified approval of the revised proposal from Rocky Mountain Group for construction of the lift station.

Following additional discussion, upon motion duly made by Director J. Marshall, seconded by Director Shelley Marshall and, upon vote, unanimously carried the Board further authorized Director Kirst to obtain proposals for construction materials testing and observation services.

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*Authorize Issuance of the Notice of Award to Rocky Mountain Group:* Following discussion, the Board determined to defer this item, pending final determination of a contractor to provide construction materials testing and observation services.

**Change Order No. 6 to the Master Service Agreement for On Call Engineering between AQUA Engineering and the District dated April 29, 2019 for Water and Wastewater Capital Improvement and Financial Planning:** The Board reviewed Change Order No. 6 to the Master Service Agreement for On Call Engineering between AQUA Engineering and the District dated April 29, 2019 for Water and Wastewater Capital Improvement and Financial Planning.

Following discussion, upon motion duly made by Director J. Marshall, seconded by Director Kirst and, upon vote, unanimously carried, the Board ratified approval of Change Order No. 6 to the Master Service Agreement for On Call Engineering between AQUA Engineering and the District dated April 29, 2019 for Water and Wastewater Capital Improvement and Financial Planning.

**Contract Authorization Form B from Intermountain Rural Electric Association (“IREA”) for Electrical Design Work for Power that will Feed the Lift Station:** Director Kirst discussed with the Board the Contract Authorization Form B from Intermountain Rural Electric Association (“IREA”) for electrical design work for power that will feed the lift station. Director Kirst noted he is working with Gorman Rupp on the design work with an anticipated completion date of June 2021.

**IREA Installation of Power to the New Wells:** Director Kirst reported to the Board he met with IREA. The project is scheduled to begin in April 2021 and will have power to the new wells in May 2021.

**Contract with IREA to Relocate Existing 3-Phase Line for the CR174 Construction Project:** The Board reviewed a contract with IREA to relocate the existing 3-phase line for the CR174 construction project.

Following discussion, upon motion duly made by Director J. Marshall, seconded by Director Kirst and, upon vote, unanimously carried, the Board ratified approval of the contract with IREA to relocate the existing 3-phase line for the CR174 construction project.

**Long-Term Maintenance Items and Potential Revenue Sources:** Attorney McGeady discussed with the Board the need for long-term maintenance for roads and water/sewer systems. She noted the District can utilize fee revenue not pledged to the Bonds for this purpose. It was recommended the District establish operating reserves for sustaining existing facilities and improvements.



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*Imposition of Fees to Fund an Operating Reserve for Roads, Curbs and Gutters and Related Drainage:* Attorney McGeady discussed with the Board the need for a pavement management system. Director J. Marshall suggested a road maintenance fee was needed to establish an operating reserve for maintenance of roads, curbs and gutters, and related drainage.

*Engagement of Consultants for Analysis Related to Establishment of Fees to Fund an Operating Reserve for Roads, curbs and gutters and related drainage:* The Board discussed the engagement of consultants for analysis related to establishment of fees to fund an operating reserve for roads, curbs and gutters and related drainage.

Following discussion, upon motion duly made by Director J. Marshall, seconded by Director Kirst and, upon vote, unanimously carried, the Board directed Mr. Solin to obtain any proposals necessary to prepare a fee analysis for establishing an operating reserve for maintenance of roads, curbs and gutters, and related drainage, and authorized Director J. Marshall to review, approve and execute any necessary proposal or agreement.

*Imposition of Fees to Fund an Operating Reserve for Water and Sewer Systems and Well Maintenance:* Attorney McGeady discussed with the Board the need for an operating reserve to fund maintenance of water/sewer systems and wells. Director J. Marshall suggested a water/sewer fee was needed to establish an operating reserve. It was noted this fee should not be referenced as a “tap fee,” due to all tap fees being pledged to the Bonds.

*Engagement of Consultants for Analysis Related to Establishment of Fees to Fund an Operating Reserve for Water and Sewer Systems and Well Maintenance:* The Board discussed the engagement of consultants for analysis related to establishment of fees to fund an operating reserve for water and sewer systems and well maintenance.

Following discussion, upon motion duly made by Director J. Marshall, seconded by Director Kirst and, upon vote, unanimously carried, the Board directed Mr. Solin to obtain any proposals necessary to prepare a fee analysis for establishing an operating reserve for maintenance of roads, curbs and gutters, and related drainage, and authorized Director J. Marshall to review, approve and execute any necessary proposal or agreement.

**Change Order to the Agreement between the District and Sun Valley Electric Inc. for Electrical Services on the Arapahoe Well (A-2) Pump:** The Board reviewed a Change Order to the Agreement between the District and Sun Valley Electric Inc. for Electrical Services on the Arapahoe Well (A-2) Pump.

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Following discussion, upon motion duly made by Director J. Marshall, seconded by Director Kirst and, upon vote, unanimously carried, the Board approved the Change Order to the Agreement between the District and Sun Valley Electric Inc. for Electrical Services on the Arapahoe Well (A-2) Pump.

**Proposals for Denver Well (D-2) Pump:** The Board reviewed proposals from Sun Valley Electric Inc. and Winegar Well Service, LLC for the Denver Well (D-2) Pump.

Following discussion, upon motion duly made by Director J. Marshall, seconded by Director Scott Marshall and, upon vote, unanimously carried, the Board approved the proposal from Sun Valley Electric Inc. for the Denver Well (D-2) Pump.

The Board further reviewed a proposal from Sun Valley Electric Inc. for a screen cleaning system.

Following discussion, upon motion duly made by Director J. Marshall, seconded by Director Scott Marshall and, upon vote, unanimously carried, the Board approved the proposal from Sun Valley Electric Inc. for a screen cleaning system.

**Temporary Construction Easement between the District and Black Sun LLC:** The Board reviewed a Temporary Construction Easement between the District and Black Sun LLC.

Following discussion, upon motion duly made by Director J. Marshall, seconded by Director Scott Marshall and, upon vote, unanimously carried, the Board ratified approval of the Temporary Construction Easement between the District and Black Sun LLC.

**Addendum to Temporary Construction Easement between the District, Black Sun LLC and Greentree Land Co., LLC:** The Board reviewed an Addendum to Temporary Construction Easement between the District, Black Sun LLC and Greentree Land Co., LLC.

Following discussion, upon motion duly made by Director J. Marshall, seconded by Director Scott Marshall and, upon vote, unanimously carried, the Board ratified approval of the Addendum to Temporary Construction Easement between the District, Black Sun LLC and Greentree Land Co., LLC.

**Wastewater Treatment Plant Effluent Discharge Agreement Amendment:** Director Kirst update the Board on the status of the Wastewater Treatment Plant Effluent Discharge Agreement Amendment. It was noted that Filing 6 does have the reuse of effluent discharge for irrigation approved.

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**Access Easement Agreement between the District and 3900 CR 174 LLC:** The Board reviewed an Access Easement Agreement between the District and 3900 CR 174 LLC.

Following discussion, upon motion duly made by Director J. Marshall, seconded by Director Kirst and, upon vote, unanimously carried, the Board approved and authorized the execution of the Access Easement Agreement between the District and 3900 CR 174 LLC. The Board further authorized Potestio access in exchange for IREA access to Section 30.

**Delbert Road Temporary Construction Agreement / Easement Agreement between the District and Property Owners Francis. E. Gay and Kathleen A. Gay (the "Easement Agreement"):** Following discussion, upon motion duly made by Director Kirst, seconded by Director Scott Marshall and, upon vote, unanimously carried, the Board approved the Easement Agreement and authorized its execution once Mr. Gay and IREA complete negotiations on the easement that Mr. Gay is providing to IREA.

**Easement Agreement between the District and Elevation Systems, LLC:** The Board reviewed an Easement Agreement between the District and Elevation Systems, LLC.

Following discussion, upon motion duly made by Director Kirst, seconded by Director Scott Marshall and, upon vote, unanimously carried, the Board approved and authorized the execution of the Easement Agreement between the District and Elevation Systems, LLC.

The Board further discussed the termination of the Lease Agreement between the District and Elevation Systems, LLC.

Following discussion, upon motion duly made by Director Kirst, seconded by Director Scott Marshall and, upon vote, unanimously carried, the Board approved the termination of the Lease Agreement between the District and Elevation Systems, LLC.

**Publication of Invitation to Bid for Road Repair to South Augusta and Filings 1 and 2 Streets:** The Board discussed the publication of Invitation to Bid for road repair to South Augusta and Filings 1 and 2 Streets.

Following discussion, upon motion duly made by Director J. Marshall, seconded by Director Scott Marshall and, upon vote, unanimously carried, the Board approved the publication of Invitation to Bid for road repair to South Augusta and Filings 1 and 2 Streets.

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Authorize Necessary Actions in Connection Therewith the Invitation to Bid for Road Repair to South Augusta and Filings 1 and 2 Streets: The Board discussed the actions in connection therewith the Invitation to Bid for road repair to South Augusta and CR17-21 and Filings 1 and 2 Streets.

Following discussion, upon motion duly made by Director J. Marshall, seconded by Director Scott Marshall and, upon vote, unanimously carried, the Board authorized Director Kirst to award the project if the amount of the proposal is within budget and authorized necessary actions in connection therewith for the Invitation to Bid for road repair to South Augusta and Filings 1 and 2 Streets.

Temporary Construction Easement Agreement between the District and Brian and Sandra Pingel: The Board reviewed a Temporary Construction Easement Agreement between the District and Brian and Sandra Pingel.

Following discussion, upon motion duly made by Director J. Marshall, seconded by Director Shelley Marshall and, upon vote, unanimously carried, the Board approved and authorized execution of the Temporary Construction Easement Agreement between the District and Brian and Sandra Pingel.

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### OTHER BUSINESS

Negotiations with Homeowners Regarding Drainage Issues: The Board discussed drainage issues and negotiations with homeowners related thereto.

Following discussion, upon motion duly made by Director J. Marshall, seconded by Director Scott Marshall and, upon vote, unanimously carried, the Board authorized Director Kirst to negotiate a settlement and authorized Director J. Marshall, as long as such settlement is within the parameters discussed by the Board.

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### ADJOURNMENT

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

Respectfully submitted,

By \_\_\_\_\_



Secretary for the Meeting

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## McGeady Becher P.C. Document Retention Policy

### **Types of Documents**

In representing you we will or may take possession of, create, and/or keep various types of documents. These consist of documents you provide to us, documents which constitute the District's official public record, and internal documents we create to assist us in providing services to you.

#### **Documents You Provide to Us**

It is our policy to copy and return original documents you provide to us as soon as practicable. Exceptions to this policy are original documents which should be kept as part of the District's official public record, instances where we must have an original document to represent you, or cases where we have affirmatively agreed retain a document for safekeeping.

#### **The District's Record**

As a part our engagement, we will maintain the District's official public Record (the "**Record**"). The Record is a highly useful and detailed compilation of documents reflecting the official actions of the District and serves multiple functions. First, it collects those documents which the public is entitled to inspect and copy under various state and federal public records and freedom of information statutes. Second, it organizes the records of the District – such as its contracts, land and title records, and easements - in a manner which is useful in conducting the ongoing business of the District. Third, the Record helps expedite the District's annual audit process. Fourth, in the event you should change legal counsel or employ in-house counsel, the Record will enable that counsel to understand the status and assume representation of the District with maximum efficiency.

The Record includes the District's organizational documents, fully executed agreements which are still in effect, rules, regulations, resolutions adopted by the District, official minutes books, meeting notices, agendas, insurance policies, District maps, election records, bond documents, audit documents, and many more. A comprehensive list of documents comprising the Record is available from us at any time upon request.

Creating and maintaining the Record is an important and complex task, and you agree to pay our actual costs and hourly fees associated with doing this.

#### **Supplemental Documents**

All other documents created in course of representing you are referred to as Supplemental Documents. These include our notes, drafts, memoranda, worksheets, electronic communications, and other electronic documents stored in various media or file servers.

### **Documents We Retain**

Except as provided in this Document Retention Policy or an amendment thereto, we will keep the Record and any original documents accepted by us for safekeeping so long as we represent you.

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### Delivery of the Record

Once a matter is concluded or our representation terminated, we deliver the original, printed Record, together with any original documents we have accepted for safekeeping, to you or the District's designee, provided our fees and costs have been paid in full. If you do not designate someone to receive these records, we will deliver them to a then-current officer or director of the District. If we are unable to deliver these documents because of your failure to designate a recipient, we may retain, destroy, or otherwise dispose of them in manner which assures their continued confidentiality within thirty (30) days following the conclusion of a matter or the termination of our representation.

We will also confidentially destroy the Record of any District in our possession if a final order of dissolution of the District is entered.

All other documents, including all Supplemental Documents, are routinely, periodically, confidentially, and permanently purged by us once they are no longer useful to us in providing services to you.

<b>TITLE</b>	Spring Valley MD No. 1 - Approved Minutes
<b>FILE NAME</b>	02.11.21 Special - (SPRINGMD1).pdf
<b>DOCUMENT ID</b>	7a353884659aad8a6cc48a29d8aece0a3bbc6724
<b>AUDIT TRAIL DATE FORMAT</b>	MM / DD / YYYY
<b>STATUS</b>	● Completed

## Document History



SENT

**06 / 17 / 2021**

22:04:30 UTC

Sent for signature to David Solin (dsolin@sdmsi.com) from apadilla@sdmsi.com  
IP: 50.78.200.153



VIEWED

**06 / 17 / 2021**

22:20:49 UTC

Viewed by David Solin (dsolin@sdmsi.com)  
IP: 50.78.200.153



SIGNED

**06 / 17 / 2021**

22:21:06 UTC

Signed by David Solin (dsolin@sdmsi.com)  
IP: 50.78.200.153



COMPLETED

**06 / 17 / 2021**

22:21:06 UTC

The document has been completed.