RECORD OF PROCEEDINGS

MEETING OF THE BOARD OF DIRECTORS

EVERGREEN METROPOLITAN DISTRICT

APRIL 24, 2024

ADMINISTRATIVE MEETING

1.0 CALL TO ORDER

1.1 The regular monthly meeting of the Board of Directors of Evergreen Metropolitan District, concerning administrative, operational, and other District business convened at 8:30 a.m. on Wednesday, April 24, 2024. The Board met at the Evergreen Metropolitan District Administration Building, 30920 Stagecoach Blvd., Evergreen, Colorado, following statutory notice. The meeting was recorded to aid in preparation of the minutes.

2.0 In attendance were Chairman Mark Davidson, Secretary Jim Viellenave, Treasurer Jack Wolfe, Director John Ellis, and Director Brian Stephens-Hotopp. Also present were General Manager Jason Stawski, Administration & HR Manager Dominique Devaney, and Attorney Paul Cockrel.

3.0 MINUTES OF PREVIOUS MEETING

3.1 The Board reviewed the minutes of the March 2024 Administrative Board Meeting. Director Ellis motioned to approve the minutes as presented. Secretary Viellenave seconded the motion, followed by Board approval.

4.0 TREASURER'S REPORT

4.1 Treasurer Wolfe presented the Statement of Cash and Investments for the period ending March 31, 2024. Attached hereto and incorporated herein is the referenced report.

5.0 PRESENTATION OF BILLS

5.1 The Board reviewed payroll and bills for payment. After full discussion of the bills for payment, outstanding bills in the General Fund and Developers' Fund were presented for payment as set forth in the Treasurer's Report. Attached hereto and incorporated herein are the referenced reports.

5.2 Director Ellis motioned to approve the Treasurer's Report; all accounts presented for payment by the District and directed that the General and Special Fund of the District be drawn upon in satisfaction thereof. Secretary Viellenave seconded the motion, followed by Board approval.

6.0 REPORT OF THE GENERAL MANAGER

6.1 Documents for Signature

- Minutes of February 2024 Administrative Board Meeting

6.2 Mr. Brian Guetz of True Clean Car Wash

Mr. Brian Guetz joined this portion of the meeting to discuss water consumption and tap fees. Staff will continue to review usage and tap options for the True Clean Car Wash. General Manager Stawski will review the District regulations on tap audits. Research will also be conducted on the number of wastewater taps to be required when water is recycled.

6.3 WJCMD Schedule of Charges

General Manager Stawski updated the Board on the EMD/WJCMD joint Schedule of Charges committee meeting held on April 5, 2024, to review a proposed change to the agreement.

After discussion, Treasurer Wolfe motioned to approve changing the 70/30 Water/Wastewater split to a 50/50 split for non-operational staff and expenses with an implementation date of January 1, 2025. Director Ellis seconded the motion, followed by Board approval.

6.4 Employee Benefits

General Manager Stawski discussed the results of a Personnel Committee meeting to increase the clothing allowance by 20%, as well as increase on-call hours from 4 hours to 7 hours.

Director Ellis motioned to approve the proposed increases retroactive to April 15th, 2024. Director Stephens-Hotopp seconded the motion, followed by Board approval.

6.5 Cybersecurity and Infrastructure Security Agency (CISA)

General Manager Stawski updated the Board on a meeting held with CISA to discuss free services they offer for cybersecurity and infrastructure security and resilience.

6.6 Billing/Accounting Software Implementation

All bills and receivables are now going through the new Ampstun software, with account updates and processes occurring as necessary.

The Intacct accounting software conversion is in the build stage, with a July launch date anticipated.

7.0 REPORT OF THE ATTORNEY

7.1 Proposed Legislative Bill

Attorney Cockrel provided additional information on a proposed Bill regarding impact fees for new development, which may affect capital fees required by the District.

8.0 EXECUTIVE SESSION

Director Ellis moved that the regular meeting of the Board be temporarily adjourned and that the Board convene in Executive Session for the purpose of receiving advice from legal counsel regarding tap transfers in accordance with Section 24-6-402(4)(b), C.R.S. The motion was seconded by Director Stephens-Hotopp and unanimously carried. The Board temporarily adjourned the regular meeting at 11:10 a.m. and convened in Executive Session.

Director Ellis motioned to adjourn the Executive Session and reconvene in regular session at 11:40 a.m. Director Stephens-Hotopp seconded the motion, followed by Board approval.

9.0 ANNOUNCEMENTS

The next regular meeting of the Directors of the Board is scheduled for Wednesday, May 22, 2024, at 8:30 a.m. in the Administration Building Boardroom.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 11:40 a.m.

Respectfully Submitted,

Secretary

RECORD OF PROCEEDINGS

MEETING OF THE BOARD OF DIRECTORS

EVERGREEN METROPOLITAN DISTRICT

APRIL 24, 2024

OPERATIONAL MEETING

1.0 CALL TO ORDER

1.1 The regular monthly meeting of the Board of Directors of Evergreen Metropolitan District, concerning administrative, operational, and other District business, convened at 11:40 a.m. on Wednesday, April 24, 2024. The Board met at the Evergreen Metropolitan District Administration Building, 30920 Stagecoach Boulevard, Evergreen, Colorado, following statutory notice.

2.0 In attendance were Chairman Mark Davidson, Secretary Jim Viellenave, Treasurer Jack Wolfe, Director John Ellis and Director Brian Stephens-Hotopp. Also present were General Manager Jason Stawski, Administration & HR Manager Dominique Devaney and Attorney Paul Cockrel.

3.0 MINUTES OF PREVIOUS MEETING

3.1 The Board reviewed the minutes of the March 2024 Operational Board Meeting and Executive Session. Treasurer Wolfe motioned to approve the minutes as presented. Director Ellis seconded the motion, followed by Board approval.

4.0 REPORT OF THE GENERAL MANAGER

4.1 Documents for Signature

- Minutes of February 2024 Operational Board Meeting and Executive Session.

5.0 NEW SERVICES DEPARTMENT (NSE)

5.1 Developer Projects

Evergreen Fire Protection District (EFPD) and Bradley Property: NSE Manager Riggle met with representatives from EFPD and the Bradley property. EFPD is going to be extending the sewer main up Highway 73 to provide sewer service to the fire station #4 at 5411 Highway 73, and the Bradley's will be participating in the cost of the extension in anticipation of their future development.

5.2 Environmental

As of April 16, 2024, the Bear Creek stream flow at BCREVRCO was at 38.4 cfs and was 66.2 cfs at BCRMORCO. The Echo Lake SNOTEL site showed precipitation accumulation at 13.3″ (115% of median) and a snow depth of 29″ with a snow water equivalent of 8.9″ (117% of median).

5.3 Other

A notice was sent to Kittredge customers to notify them of the investigation into the white substance found coming into the plant.

6.0 COLLECTIONS & DISTRIBUTION DIVISION

6.1 Distribution

General Manager Stawski provided an update on the Cozy Cleaners Creek Crossing proposed water main. Attorney Cockrel will draft an easement agreement for Ken and Judy Jeronimus.

The crew repaired another water main valve near Teepes Way in El Rancho that had bad bonnet bolts. A water main break and leaky valve were repaired on Woods Drive.

6.2 Collection System

The C&D crew completed surveying the El Pinal collections system for inflow/infiltration. C&D Manager Levy is working on contractor bids for the CIPP work.

6.3 Other

The Mack tandem dump truck was sold and payment has been received.

6.4 Purchase Requests

- A request was made to engage Flatirons for survey work for the Larkspur cross-country water main at a cost of $45,350.

Director Ellis motioned to approve the survey work as presented. Secretary Viellenave seconded the motion, followed by Board approval.

- A request was made to purchase two Panasonic Toughbook laptops at a cost of $8,092 for field operations. Lenovo laptops for Manager Levy and Supervisor Rossiter were purchased with the March laptop approval.

Director Stephens-Hotopp motioned to approve the purchase as requested. Secretary Viellenave seconded the motion, followed by Board approval.

7.0 WATER DIVISION

7.1 Water Treatment Plant Report

There were no State Health Department violations this period.

Month of March		
	Water Processed	24.50 MG
	Average Daily Flow	0.79 MGD
	Peak Daily Flow	1.26 MGD

TREATMENT PROCESS

	Average Influent	Average Effluent	Maximum Contaminant Level
Turbidity	1.59 NTU	0.03 NTU	0.1 NTU
Manganese	0.031 mg/1	0.007 mg/1	0.05 mg/1
Color	29.0 units	0.7 unit	15 units
	Influent	Effluent	
PH; min/max	6.5-7.5	6.8-7.3	
Chlorine Residual	---	1.39 mg/L	0.3 mg/L min-4.0 mg/L max

Reject water discharged to Bear Creek: None. Reject water discharged to sewer: 1.172 mg. Water used for chemicals: 0.9 mg.

Membrane filter washes have been completed for spring. When discharge permit parameters are below limits, discharging to Bear Creek will resume.

7.2 Distribution - Cross Connections

Total in District	Tested and Certified to Date	Currently Failed
479	62	2

The vacant USPS transfer station at 1222 Bergen Parkway was disconnected due to non-compliance.

7.3 Projects

Cellular Meter Transition: There are currently 4,080 meters installed. Radio meters to be replaced total 348 and 89 meters will stay on the radio route due to lack of cell service.

Bulk Station Upgrade: The pay station equipment has been installed with the water hauler and garden hose connections running on the new system. The island hose connection will come online in May for the summer season.

WTP Lab Equipment: Staff are installing the online pH and temperature sensor.

SCADA Upgrade: The server and network hardware have been ordered.

Lead Service Line Inventory: The Water Department and C&D have verified that so far, 5 out of 36 properties without documented service line material are not lead.

Membrane MCC Motor Starters: The remaining parts for the motor starter replacements have been received and will be installed by Grasmick.

HSPS Pumps: Arvada Pump has found damage to the rear motor bearing and pump wear ring in HSPS Pump #1.

7.4 Water Rights

The water storage status report was reviewed. The Owe the River requirement was met. Attorney Cockrel will review the Red Rocks water rights agreement for cancellation requirements. General Manager Stawski is working with Hiwan on the water rates agreement.

7.5 Hodgson Ditch

Equipment at the Hodgson Ditch has been stolen multiple times. The equipment has now been placed inside a secure locked box.

7.6 Purchase Requests

- A request was made for purchase of a spare ethernet communication card for the membrane PLC at a cost of $4,500.

Secretary Viellenave motioned to approve the purchase as requested. Treasurer Wolfe seconded the motion, followed by Board approval.

- A request was made for El Pinal Tank and Independence Pump Station fire mitigation utilizing McGarva Tree Service for a total cost of $9,500.

Treasurer Wolfe motioned to approve the purchase as requested. Director Ellis seconded the motion, followed by Board approval.

8.0 WASTEWATER DIVISION

8.1 Wastewater Treatment Plant Report

There were no violations of the Evergreen Discharge Permit for the current period. The data below shows monthly averages of process control/lab test results/permit levels.

Month of March:

	Evergreen	Permit Level	West Jeff	Permit Level	Kittredge	Permit Level
Avg. Flow-MGD	0.4796	.99	0.3873	0.70	0.0455	0.125
Max. Flow-MGD	0.6191	---	0.4375	---	0.0639	---
Avg. Turb-NTU	1.26	---	2.91	---	9.47	---
Avg. BOD-Mg/L	1.79	30	4.29	30	9.6	30
Avg. TSS-Mg/L	1.0	30	3.75	30	8.9	30
E. Coliform-CL/100ml	1	378/756	20	187/374	3	1075/2150
Ammonia-Mg/L	0.289	12 mg/L	3.55	7.4 mg/L	7.492	20 mg/L
T.I.N. Max	7.141	22.9 mg/L	9.37	22.9 mg/L	20.735	22.9 mg/L
Phosphorus-Mg/L	0.28	1.0 mg/L	0.255	1.0 mg/L	0.405	1.0 mg/L

8.2 Biosolids

Denali Water Solutions hauled 96,000 gallons of biosolids. The current year-month average is 122,000 gallons.

8.3 Facility/Operations

Operator time was spent on process control tests, plant operations, equipment maintenance and cleaning of plant buildings and grounds.

8.4 Pump Stations

All lift stations were checked, with routine maintenance performed.

Electric demand for the current period:

Lift Station	Current Demand	Average Demand
El Pinal	50.188	21.267
Tanoa	7.051	6.803
Troutdale	4.172	5.673
Greystone	3.195	3.060

8.5 El Pinal Lift Station Generator

Wastewater Manager Johnson reached out to Generator Source to see if they are interested in purchasing the 30-year-old Cummins generator from El Pinal Lift Station. An offer was made to purchase the generator for $2,000 with delivery provided by EMD.

Director Ellis motioned to approve the sale as requested. Director Stephens-Hotopp seconded the motion, followed by Board approval.

8.6 Purchase Requests

- A request was made to purchase 13 backwash pneumatic air actuator valves from Pipestone Equipment at a cost of $31,638.

Director Ellis motioned to approve the purchase as requested. Director Stephens-Hotopp seconded the motion, followed by Board approval.

9.0 <u>REPORT OF THE ATTORNEY</u>

None

10.0 <u>ANNOUNCEMENTS</u>

The next regular meeting of the Directors of the Board is scheduled for Wednesday, May 22, 2024, at 8:30 a.m. in the Administration Building Boardroom.

11.0 <u>ADJOURNMENT</u>

There being no further business to come before the Board, the meeting was adjourned at 1:03 p.m.

Respectfully Submitted,

Secretary

MINUTES OF THE EXECUTIVE SESSION
OF
EVERGREEN METROPOLITAN DISTRICT

HELD

April 24, 2024

An Executive Session of the Board of Directors ("Board") of the Evergreen Metropolitan District ("District") was held on Wednesday, April 24, 2024, at the Administration building at 11:10 a.m. and was adjourned at 11:40 a.m. at the Evergreen Metropolitan District Administrative Building, 30920 Stagecoach Boulevard, Evergreen, Colorado.

ATTENDANCE AT THE 11:10 A.M. EXECUTIVE SESSION

Directors in attendance:

Chairman Mark Davidson
Treasurer Jack Wolfe
Secretary Jim Viellenave
Director John Ellis
Director Stephens-Hotopp

Also in attendance:

Jason Stawski, General Manager
Dominique Devaney, Administration & HR Manager
Paul Cockrel, Attorney

EXECUTIVE SESSION

The Executive Session of the Board was convened at 11:10 a.m. for the purpose of receiving advice from legal counsel regarding tap transfers in accordance with Section 24-6-402(4)(b), C.R.S.

The Board did not engage in substantive discussion of any matter not enumerated in Section 24-6-402(4)(b), C.R.S., nor did it adopt any proposed legislative policy, position, resolution, rule, regulation or similar action. Director Ellis motioned to adjourn and reconvene in regular session, seconded by Director Stephens-Hotopp, followed by Board approval. The Executive Session was adjourned at 11:40 a.m.

Pursuant to Section 24-6-402(2) (d.5)(II)(A), C.R.S., I hereby attest that I chaired the Executive Session meeting of the Board convened on April 24, 2024, and that the above Minutes of such meeting substantially reflect the substance of the discussions during the Executive Session.

Mark Davidson, Chairman