

RECORD OF PROCEEDINGS

MINUTES OF THE EXECUTIVE SESSION OF WEST JEFFERSON COUNTY METROPOLITAN DISTRICT HELD

August 21, 2025

An Executive Session of the Board of Directors ("Board") of the West Jefferson County Metropolitan District ("District") was held on Thursday, August 21, 2025, at 2:20 p.m. and was adjourned at 3:05 p.m. at the Evergreen Metropolitan District Administrative Building, 30920 Stagecoach Boulevard, Evergreen, Colorado.

ATTENDANCE
AT THE 2:20 P.M.
EXECUTIVE SESSION

Directors in attendance:

Chairman Kelly Garrod
Secretary Pat Temple
Treasurer Elizabeth Adams
Director Kevin Grieve (via Zoom)
Director Kenneth Frick

Also in attendance:

Jason Stawski, General Manager
Shelley Koch, Administration Manager
Kevin Johnson, Wastewater Manager
Thomas Riggle, Water Resources Manager
Maddie Phillips, Attorney

EXECUTIVE
SESSION

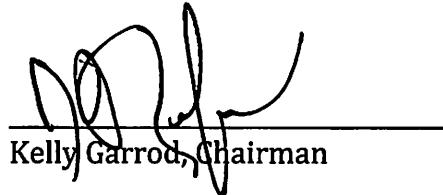
The Executive Session of the Board was convened at 2:20 p.m. for the purpose of receiving legal advice regarding the Observatory property in accordance with Section 24-6-402(4)(e) C.R.S.

The Board discussed Observatory Holdings' request for the WJCMD Board's approval to move forward with their process to form a metropolitan district.

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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. Secretary Temple motioned to adjourn, seconded by Director Frick, followed by Board approval. The Executive Session was adjourned at 3:05 p.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 August 21, 2025 and that the above Minutes of such meeting substantially reflect the substance of the discussions during the Executive Session.



Kelly Garrod, Chairman

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West Jefferson County Metropolitan District
August 21, 2025
Regular Meeting of the Board of Directors

1.0 Call to Order at 2:01 PM

- 1.1** The regular monthly meeting of the Board of Directors of West Jefferson County Metropolitan District was called to order by Chairman Garrod at 2:01 p.m. on Thursday, August 21, 2025. The meeting was held in both physical attendance and via Zoom virtual meeting pursuant to statutory notice.
- 1.2** In physical attendance were Chairman Kelly Garrod, Secretary Pat Temple, Treasurer Elizabeth Adams, and Director Kenneth Frick. Director Kevin Grieve attended via Zoom. Also attending in the Board Room were General Manager Jason Stawski, Administration Manager Shelley Koch, Water Resources Manager Thomas Riggle, and Wastewater Manager Kevin Johnson. Attorney Paul Cockrel and Attorney Maddie Phillips joined via Zoom. Mr. Simon Farrell of JVA attended a portion of the meeting via Zoom to discuss the Biosolids Dewatering Project and the El Rancho Lift Station #1 proposal. Mr. Jack Buchanan attended a portion of the meeting to discuss the Metro District for the Observatory property.

2.0 Observatory Property Metropolitan District

- 2.1** Mr. Jack Buchanan appeared before the Board to present information regarding their request to form a Metropolitan District for the Observatory property. A draft Site Development Plan has been submitted to District staff, and fees that were due have been paid.

3.0 Executive Session

- 3.1** Director Frick moved that the regular meeting of the Board be temporarily adjourned and that the Board convene in Executive Session for the purpose of receiving legal advice regarding Observatory Holdings request to form a Metropolitan District in accordance with Section 24-6-402(4)(b) C.R.S. The motion was seconded by Secretary Temple and unanimously carried. The Board temporarily adjourned the regular meeting at 3:30 p.m. and convened in Executive Session.
- 3.2** The Executive Session was adjourned, and the Board reconvened in regular session at 3:05 p.m.

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4.0 Observatory Property

After discussion, a motion was made by Secretary Temple and seconded by Treasurer Adams to approve moving forward with Attorney Cockrel's office drafting a letter with contingencies for Observatory Holdings to further their process to form a metropolitan district. All approved.

5.0 Minutes of Previous Meetings

5.1 The Board reviewed the draft minutes of the regularly scheduled July 2025 Board Meeting. A motion was made by Secretary Temple and seconded by Treasurer Adams to approve the Board Meeting Minutes as presented. All approved.

6.0 Treasurer's Report

6.1 Treasurer Adams presented the Treasurer's Report. The Treasurer's Report included a review of operating and developer funds, investments, list of current investment rates, bills for payment, financial summary, and operational project costs. Information on the monthly financial activities of the District is contained in the Administration Report.

6.2 Treasurer Adams noted that the bond purchased through Northland Securities has not yet been called.

6.3 Treasurer Adams motioned to approve the Treasurer's Report and payment of all accounts presented. Secretary Temple seconded. All approved.

7.0 JVA Proposal

7.1 Mr. Simon Farrell of JVA appeared before the Board to discuss the Biosolids Dewatering project and to present a proposal for the El Rancho #1 Lift Station Alternative Analysis, which would include three alternatives.

7.2 Mr. Farrell updated the Board on the Biosolids Dewatering project. It was noted that grant monies, while still to be applied for, are a difficult process for the next cycle and would unlikely to be awarded to the District. He recommended that the Board still apply for Green Project Reserve funding and move forward with a focus on the rotary fan press part of the project at this time. The Board agreed. It was also suggested that perhaps the District may not need to do CMAR bidding for this project.

7.3 The Operational Request Agenda was presented for the El Rancho #1 Lift Station Alternative Analysis at a cost of \$19,240. Treasurer Adams motioned to approve the proposal as presented. Director Frick seconded. All approved.

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8.0 Manager's Report

- 8.1 General Manager Stawski reviewed the Administration report, a copy of which is on file with the District records.
- 8.2 The 2025 Budget to Actual report was presented.
- 8.3 General Manager Stawski noted that the insurance check in the amount of \$75,931.15 for the El Rancho #1 lift station failure was received.
- 8.4 The next Board meeting is scheduled for Thursday, September 18, 2025, at 2:00 p.m.

9.0 Legal

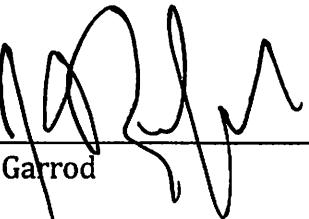
- 9.1 Attorney Phillips noted that there were no further legal issues to discuss.

10.0 Operations Report

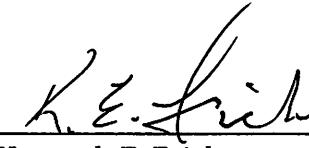
- 10.1 The Operations Report was presented by General Manager Stawski, a copy of which is on file with the District records.
- 10.2 There were no violations of the NPDES permit.

11.0 There being no further business to come before the Board at this time, Chairman Garrod adjourned the meeting at 4:12 p.m.

Respectfully submitted,



Kelly Garrod



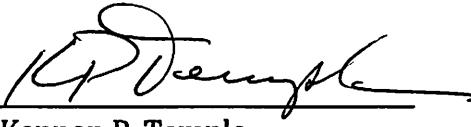
Kenneth E. Frick



Elizabeth Adams



Kevin Grieve



Kennon P. Temple