

RECORD OF PROCEEDINGS

MEETING OF THE BOARD OF DIRECTORS

EVERGREEN METROPOLITAN DISTRICT

JANUARY 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 8:45 a.m. on Wednesday, January 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 physical 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 December 2023 Administrative Board Meeting. Director Ellis motioned to approve the minutes as amended. 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 December 31, 2023. 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

RECORD OF PROCEEDINGS

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 November 2023 Administrative Board Meeting
- 2024 Confirmation of Billing Rates

6.2 Accounting Software Purchase Request

A request was made for implementation of the Sage Intacct accounting software through CLA. The District is receiving a 65% discount on the annual subscription because of the District's master agreement with CLA. The total estimated implementation cost is \$28,000 with EMD's share of 70% being \$19,960. The annual subscription cost is \$8,316 of which \$5,821.20 is EMD's share.

Director Ellis motioned to approve the implementation and annual subscription cost for Intacct. Treasurer Wolfe seconded, followed by Board approval.

6.3 Personnel

Accounts Payable Specialist Samantha Jeffries submitted her resignation. She will continue with the District part-time until a new person is trained. The job opening has been posted.

6.4 2024 Rates

The Confirmation of Billing Rates for 2024 was presented to the Board for signature.

General Manager Stawski and staff will evaluate residential and commercial drought rates, which have not yet been adjusted with the new tier structures. Staff will meet and bring a proposal back before the Board.

RECORD OF PROCEEDINGS

6.5 Indian Hills

Indian Hills is currently utilizing EMD's bulk water station in Kittredge to assist in providing water for their residents.

7.0 REPORT OF THE ATTORNEY

7.1 Lookout Mountain Water District (LMWD)

Water Managers Jeffrey and Rosemeyer joined this portion of the meeting.

Attorney Cockrel updated the Board on the Lookout Mountain Water Interconnect Agreement. The draft agreement has been circulated to Lookout Mountain. No comments have been received from LMWD to date. Lookout Mountain water has a quality issue at this time, and EMD staff is researching the issue. Attorney Cockrel noted that the draft agreement may need to be revised.

7.2 Hidden Valley Water District (HVWD)

The Hidden Valley Water District attorney responded to EMD's request for a status update on obtaining storage water rights in which they noted that they are in active discussions with Cold Springs Reservoir. HVWD would also like to discuss a short-term storage arrangement with EMD, which will be discussed at the Water Committee meeting.

7.3 Hodgson Ditch/Soda Lakes

There may be water rights available to EMD through Hodgson Ditch and Soda Lakes companies. Attorney Ela will contact General Manager Stawski to discuss.

8.0 ANNOUNCEMENTS

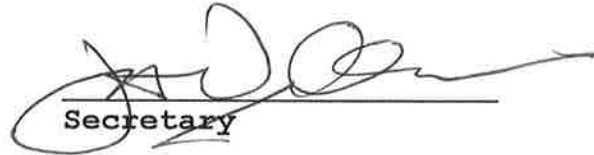
The next regular meeting of the Directors of the Board is scheduled for Wednesday, February 28, 2024, at 8:30 a.m. in the Administration Building Boardroom.

RECORD OF PROCEEDINGS

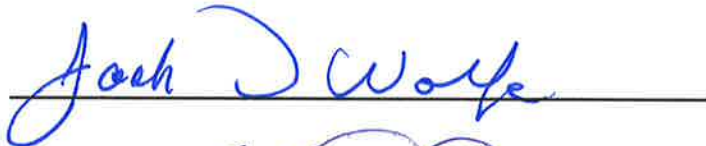
9.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 10:50 a.m.

Respectfully Submitted,


Secretary









RECORD OF PROCEEDINGS

MEETING OF THE BOARD OF DIRECTORS

EVERGREEN METROPOLITAN DISTRICT

JANUARY 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 11:00 a.m. on Wednesday, January 24, 2024. The Board met at the Evergreen Metropolitan District Administration Building, 30920 Stagecoach Boulevard, Evergreen, Colorado, following statutory notice.

2.0 In physical 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, Water Manager Garry Jeffrey, Water Manager Kevin Rosemeyer and Attorney Paul Cockrel.

3.0 MINUTES OF PREVIOUS MEETING

3.1 The Board reviewed the minutes of the December 2023 Operational Board Meeting. Director Ellis motioned to approve the minutes as presented. Treasurer Wolfe seconded the motion, followed by Board approval.

4.0 REPORT OF THE GENERAL MANAGER

4.1 Documents for Signature

- Minutes of November 2023 Operational Board Meeting and Executive Session.

4.2 Fire Mitigation Program

General Manager Stawski will review development of a fire mitigation program for the District.

RECORD OF PROCEEDINGS

5.0 NEW SERVICES DEPARTMENT (NSE)

5.1 Developer Projects

Bergen Valley Elementary School (WJCMD): The new main line was installed for the school's pending addition. The line to the adjacent park was damaged during excavation and will need to be replaced and re-tapped.

30120 Troutdale Scenic Drive: General Manager Stawski informed the developer about the water and sewer inclusion process.

Nob Hill (WJCMD): Drawings have been received and reviewed.

Larson Property (WJCMD): NSE Manager Riggle met with Mr. Brett Edwards to go over the development plan. The developer is currently working on landscaping and staking out the property. NSE Manager Riggle and General Manager Stawski will meet with Mr. Edwards in the spring to walk the property.

5.2 Environmental

As of January 16, 2024, the Bear Creek stream flow at BCREVRCO was at 13 cfs and was 98 cfs at BCRMORCO. The Echo Lake SNOTEL site shows precipitation accumulation at 5.2" (100% of median) and a snow depth of 18" with a snow water equivalent of 3" (100% of median).

5.3 Other

NSE Manager Riggle contacted the Express Car Wash due to the significant use above their allotted amount of 53,200 gallons per month for 7 water taps. Current use is averaging 175,000 gallons per month. NSE Manager Riggle will work with the customer to evaluate the number of taps needed and any improvements that could potentially reduce their water use.

6.0 COLLECTIONS & DISTRIBUTION DIVISION

6.1 Distribution

JVA continues design work on the water main suspended above the creek at Cozy Cleaners. Attorney Cockrel provided General Manager Stawski with a draft easement agreement for the property owner. Flatirons, Inc., has been engaged to begin an

RECORD OF PROCEEDINGS

easement survey. After receiving a Request for Qualification response, General Manager Stawski sent an integrated project delivery agreement with an updated Scope of Work at a not-to-exceed cost of \$5,000 for design services to Rice Lake West.

The crew repaired two water main breaks and a leaky valve over the last month.

6.2 Collection System

Inliner Solutions completed installation of CIPP liners along South Blue Spruce Road and Meadow Drive.

Upon inspection of the section of sewer main in front of the NAPA building, Inliner had concerns about the pipe collapsing with the steam cured felt liner. Instead, a UV cured fiberglass liner was installed.

6.3 Purchase Requests

- A request was made to engage Concrete Conservation for installation of spray-in liners for four manholes at a cost of \$12,110 plus \$350 per gallon for expandable grout, if needed.

Director Stephens-Hotopp motioned to approve the spray-in liners for the four manholes at a not-to-exceed cost of \$15,000. Director Ellis seconded the motion, followed by Board approval.

- A request was made for Custom Linings to re-line the Vactor truck main debris tank at a cost of \$9,150. EMD's cost share would be \$5,691.30.

Director Ellis motioned to approve relining the Vactor truck main debris tank at an EMD cost of \$5,691.30. Secretary Viellenave seconded the motion, followed by Board approval.

RECORD OF PROCEEDINGS

7.0 WATER DIVISION

7.1 Water Treatment Plant Report

There were no State Health Department violations this period.

<u>Month of December</u>	Water Processed	26.10 MG
	Average Daily Flow	0.84 MGD
	Peak Daily Flow	1.21 MGD

TREATMENT PROCESS

	Average Influent	Average Effluent	Maximum Contaminant Level
Turbidity	0.78 NTU	0.03 NTU	0.1 NTU
Manganese	0.021 mg/1	0.007 mg/1	0.05 mg/1
Color	18 units	1.5 unit	15 units
	Influent	Effluent	
PH; min/max	6.3-7.0	6.3-7.4	
Chlorine Residual	---	1.37 mg/L	0.2 mg/L min- 4.0 mg/L max

Reject water discharged to Bear Creek: 0. Reject water discharged to sewer: 0.75 mg. Water used for chemicals: 0.90 mg.

Grasmick Electric will take over the remaining scope of the membrane motor starters project from Sun Valley Electrical.

The second set of PFAS and lithium has been analyzed with results showing no detections for all contaminants.

7.2 Distribution - Cross Connections

Total in District	Tested and Certified to Date	Currently Failed
479	476	0

7.3 Projects

Cellular Meter Transition: There are currently 4,054 meters installed. Radio meters to be replaced total 378 and 91 meters will stay on the radio route due to lack of cell service.

Dam Outlet Repair: District staff will consult with GEI regarding possible CIPP lining for the pipe.

RECORD OF PROCEEDINGS

7.4 Water Rights

The water storage status report was reviewed.

7.5 Purchase Requests

- A request was made for tree and limb removal at North Base tank by McGarva Tree Service at a cost of \$28,500.
- A purchase request was made for fall protection equipment at a cost of \$5,000.
- Overage from the original amount in the amount of \$1,850 was requested for the HSPS #4 pump and motor replacement parts.
- Purchase of two Voyager hydrant meters at a total cost of \$4,600.

Director Ellis motioned to approve the above expenditures. Secretary Viellenave 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 December:

	Evergreen	Permit Level	West Jeff	Permit Level	Kittredge	Permit Level
Avg. Flow-MGD	0.3931	.99	0.4634	0.70	0.0464	0.125
Max. Flow-MGD	0.4201	---	0.5248	---	0.0642	---
Avg. Turb-NTU	1.71	---	1.96	---	6.6	---
Avg. BOD-Mg/L	2.8	30	3.9	30	8.2	30
Avg. TSS-Mg/L	1.3	30	1.6	30	6	30
E. Coliform-CL/100ml	3	378/756	14	187/374	5	1075/2150
Ammonia-Mg/L	2.471	9.2 mg/L	4.403	7.4 mg/L	6.81	14 mg/L
T.I.N. Max	9.335	22.9 mg/L	10.99	22.9 mg/L	9.588	22.9 mg/L
Phosphorus-Mg/L	0.603	1.0 mg/L	0.16	1.0 mg/L	0.325	1.0 mg/L

RECORD OF PROCEEDINGS

8.2 Biosolids

Denali Water Solutions hauled 54,000 gallons of biosolids. The current year-month average is 54,000 gallons.

JVA will be replacing the Phase 1 biosolids project memo, due to inaccuracies found.

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 Maintenance

During a power outage on January 11, 2024, staff discovered an issue with the Automatic Transfer Switch that would not allow the generator to start. Energy Management Company repaired loose battery terminals at the generator. No further issues were experienced.

Staff will begin a standby generator battery replacement maintenance program on a three-year basis at the wastewater plant and lift stations.

8.5 Pump Stations

All lift stations were checked, with routine maintenance performed. Staff are working with Sun Valley Electric on the El Pinal lift station generator replacement. JVA will assist for the increased kilowatt sizing needed for the generator.

Electric demand for the current period:

Lift Station	Current Demand	Average Demand
El Pinal	53.233	20.179
Tanoa	6.858	6.797
Troutdale	4.01	5.79
Greystone	1.917	3.13

Increased demand at El Pinal was due to failed valves causing increased pump run times.

RECORD OF PROCEEDINGS

8.6 Centrifugal Blower Replacement Project

Aerzen blower manuals have been received.

8.7 Purchase Requests

- A request was made for UV lights and quartz sleeves replacement for the wastewater plant at a cost of \$8,251.

Treasurer Wolfe motioned to approve the above expenditure. Secretary Viellenave seconded the motion, followed by Board approval.

9.0 REPORT OF THE ATTORNEY

None

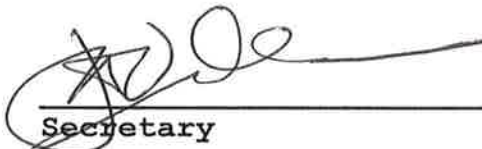
10.0 ANNOUNCEMENTS

The next regular meeting of the Directors of the Board is scheduled for Wednesday, February 28, 2024, at 8:30 a.m. in the Administration Building Boardroom.

11.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 12:15 p.m.

Respectfully Submitted,


Secretary

