

RECORD OF PROCEEDINGS

MINUTES OF THE EXECUTIVE SESSION OF WEST JEFFERSON COUNTY METROPOLITAN DISTRICT HELD May 16, 2024

An Executive Session of the Board of Directors ("Board") of the West Jefferson County Metropolitan District ("District") was held on Thursday, May 16, 2024, at 2:39 p.m. and was adjourned at 3:07 p.m. at the Evergreen Metropolitan District Administrative Building, 30920 Stagecoach Boulevard, Evergreen, Colorado.

ATTENDANCE
AT THE 2:39 P.M.
EXECUTIVE SESSION

Directors in attendance:

Chairman Kelly Garrod
Treasurer Bob Zavodsky
Secretary Pat Temple
Director Kevin Grieve
Director Kenneth Frick

Also in attendance:

Jason Stawski, General Manager
Dominique Devaney, Administration & HR Manager
Paul Cockrel, Attorney (via Zoom)
Beth Adams, Guest/Potential Board Member
Dave Lighthart, Former EMD General Manager

EXECUTIVE
SESSION

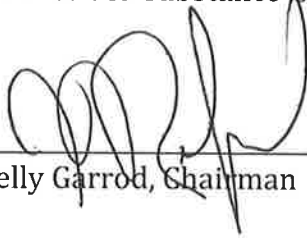
The Executive Session of the Board was convened at 2:39 p.m. for the purpose of receiving legal advice concerning tap transfers in accordance with Section 24-6-402(4)(b) C.R.S.

Attorney Cockrel updated the Board on the tap transfer request for the Observatory property.

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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. Director Frick motioned to adjourn, seconded by Director Grieve, followed by Board approval. The Executive Session was adjourned at 3:07 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 May 16, 2024 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 May 16, 2024 Regular Meeting of the Board of Directors

1.0 Call to Order at 2:00 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 2:00 p.m. on Thursday, May 16, 2024. The meeting was held in both physical attendance and via Zoom virtual meeting pursuant to statutory notice.
- 1.2 In attendance were Chairman Kelly Garrod, Secretary Pat Temple, Treasurer Bob Zavodsky, Director Kevin Grieve and Director Kenneth Frick. Also attending in the Board Room were General Manager Jason Stawski, Administration & HR Manager Dominique Devaney. Attorney Paul Cockrel attended via Zoom. Ms. Beth Adams, a potential Board replacement for Treasurer Zavodsky, had visited with Board members prior to the start of the meeting and attended the meeting. Former EMD General Manager David Lighthart also attended the meeting.

2.0 Minutes of Previous Meetings

- 2.1 The Board reviewed the draft minutes of the regularly scheduled April 2024 Board Meeting. A motion was made by Secretary Temple and seconded by Treasurer Zavodsky to approve the Minutes as presented. All approved.

3.0 Treasurer's Report

- 3.1 Treasurer Zavodsky presented the Treasurer's Report. The report included a review of operating and developer funds, investments, list of current CD 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.
- 3.2 The capital fee of \$5.00 per tap was incorrectly billed as \$5.00 per customer for the January, February and March billings. Because some non-residential customers have multiple taps, there were approximately 900 non-residential taps that were not assessed the \$5.00 fee. The Board approved back-billing the 91 non-residential customers for the capital fee.
- 3.3 Treasurer Zavodsky motioned to accept the Treasurer's Report and payment of all accounts presented. Director Grieve seconded. All approved.

4.0 Executive Session

- 4.1 Secretary Temple moved that the regular meeting of the Board be temporarily adjourned and that the Board convene in Executive Session for the purpose of

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receiving legal advice from counsel concerning tap transfers in accordance with Section 24-6-402(4)(b) C.R.S. The motion was seconded by Director Frick and unanimously carried. The Board temporarily adjourned the regular meeting at 2:39 p.m. and convened in Executive Session.

- 4.2 Director Frick motioned to reconvene in regular session at 3:07 p.m. Director Grieve seconded. All approved.

5.0 Manager's Report

- 5.1 General Manager Stawski reviewed the Administration report, a copy of which is on file with the District records.
- 5.2 The SDA Board Member Regional Workshop will be held at Evergreen Fire on June 24, 2024, from 8:00 a.m. to 12:00 p.m.
- 5.3 General Manager Stawski notified the Board that the Schedule of Charges 50/50 Water/Wastewater split for non-operational staff and expenses was approved by the Evergreen Metropolitan District Board with an implementation date of January 1, 2025, for the 2025 Budget Year.
- 5.4 The Board discussed the possible appointment of Ms. Beth Adams to fill the vacancy on the Board.
- 5.5 The next Board meeting is scheduled for Thursday, June 20, 2024, at 2:00 p.m.

6.0 Operations Report

- 6.1 General Manager Stawski presented the Operations Report, a copy of which is on file with the District records.
- 6.2 There were no violations of the NPDES permit.
- 6.3 A purchase request was made to replace the Hydro gritter and Wemco grit pump for the head works at a cost of \$106,073. The Board agreed to postpone a decision on the purchase until the June meeting to obtain additional information on the purchase from Wastewater Manager Johnson.
- 6.4 A request was made to purchase a radar gauge to measure volume in Wah-Keeney at a cost of \$2,586.53 from Baack Controls. Secretary Temple motioned to approve the expenditure contingent upon providing manufacturer information to Chairman Garrot. Director Grieve seconded. All approved.

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6.5 After discussion, Treasurer Zavodsky motioned to vacate 20 feet of Utility Easement located at Nob Hill in the SE 1/4 of Section 16, Township 4 South, Range 71 West of the 6th P.M., Jefferson County, Colorado, Reception No. 91012031. Director Frick seconded. All approved.

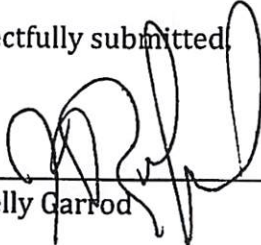
7.0 Legal


7.1 Attorney Cockrel updated the Board that House Bill 1463, which relates to the setting of special district capital fees, was significantly revised. The final Bill has a provision that requires special districts provide public information to the County if information regarding fees is requested, which was already subject to disclosure under the Open Records Act. All limitations in setting capital fees was removed.

7.2 Attorney Cockrel notified the Board about the new federal PFAS drinking water regulations and the satisfactory EMD testing results. PFAS testing occurs in wastewater as well.

8.0 There being no further business to come before the Board at this time, Chairman Garrod adjourned the meeting at 3:35 p.m.

Respectfully submitted,


Kelly Garrod



Kenneth E. Frick

DocuSigned by:


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Robert Zavodsky


Kevin Grieve


Kennon P. Temple