

RECORD OF PROCEEDINGS

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

November 21, 2024

An Executive Session of the Board of Directors ("Board") of the West Jefferson County Metropolitan District ("District") was held on Thursday, November 21, 2024, at 3:30 p.m. and was adjourned at 4:06 p.m. at the Evergreen Metropolitan District Administrative Building, 30920 Stagecoach Boulevard, Evergreen, Colorado.

ATTENDANCE
AT THE 3:30 P.M.
EXECUTIVE SESSION

Directors in attendance:

Chairman Kelly Garrod
Secretary Pat Temple
Treasurer Elizabeth Adams
Director Kevin Grieve
Director Kenneth Frick

Also in attendance:

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

EXECUTIVE
SESSION

The Executive Session of the Board was convened at 3:30 p.m. for the purpose of receiving legal advice regarding tap transfers in accordance with Section 24-6-402(4)(e) C.R.S.

Attorney Cockrel discussed tap transfers with regard to the Observatory property in El Rancho.

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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. Chairman Garrod motioned to adjourn, seconded by Director Frick, followed by Board approval. The Executive Session was adjourned at 4:06 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 November 21, 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 November 21, 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, November 21, 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 Elizabeth Adams, Director Kevin Grieve and Director Kenneth Frick. Also attending in the Board Room were General Manager Jason Stawski, Administration Manager Shelley Koch, Wastewater Manager Kevin Johnson, Water Resources Manager Thomas Riggle, and Attorney Paul Cockrel. Ms. Thuy Dam from CLA attended the budget portion of the meeting.

2.0 Minutes of Previous Meetings

- 2.1 The Board reviewed the draft minutes of the regularly scheduled October 2024 Board Meeting and Executive Session. A motion was made by Secretary Temple and seconded by Director Frick to approve the Board Meeting and Executive Session Minutes as presented. All approved.

3.0 2025 Budget and Rate Public Hearing

- 3.1 The 2025 Budget and Rate Public Hearing was opened at 2:08 p.m. No public was present, and no comments were received. Ms. Thuy Dam of CLA and General Manager Stawski presented the changes to the 2025 Preliminary Budget draft. It was noted that a work session was held on November 12, 2024 to review the Waterworth financial model. Staff will send end-of-year submissions per statutory requirements. The 2025 Public Notice of Meetings was also brought before the Board.
- 3.2 Secretary Temple motioned to approve the Resolution to Adopt Budget and Appropriate Sums of Money as amended, the 2025 rates as presented, and the 2025 Public Notice of Meetings as presented. Second by Treasurer Adams. All approved. Secretary Temple motioned to close the Budget and Rate Public Hearing at 3:12 p.m. Director Grieve seconded. All approved.
- 3.3 Documents for signature will be presented to the Board at the December regular Board meeting.

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4.0 Treasurer's Report

- 4.1 Treasurer Adams and General Manager Stawski 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.
- 4.2 All capital fee revenue received to date in the amount of \$51,561.91 was transferred from the CSafe Core account into the CSafe General account. Monthly transfers will be made from this point forward.
- 4.3 Treasurer Adams motioned to approve the Treasurer's Report and payment of all accounts presented. Director Frick 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 General Manager Stawski renewed the Colorado Special Districts' Property and Liability Pool insurance coverage for 2025.
- 5.3 Two Director payment options are available through the Sage Intacct accounting software: A monthly Accounts Payable check with no taxes withheld and a 1099 form issued at year-end or direct deposit via Paylocity. Director Grieve motioned to use Paylocity for Director pay and taxes. Secretary Temple seconded. All approved.
- 5.4 A purchase request was made for a chiller/closed glycol system through Chiller Systems for the cooling system in the EMD Administration building at a cost share to West Jeff of \$8,556. A motion was made by Secretary Temple and seconded by Director Grieve to approve the \$8,556 expenditure. All approved.
- 5.5 The annual holiday dinner will be held on December 19th from 4:30 to 8:30 p.m. at Kalaka Mexican Kitchen.
- 5.6 The annual Statement of Work for CLA was presented to the Board for signature.
- 5.7 The next Board meeting is scheduled for Thursday, December 19, 2024, at 2:00 p.m.

6.0 Legal

- 6.1 Attorney Cockrel requested an Executive Session to discuss negotiations with Northstar.

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7.0 Executive Session

7.1 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 receiving legal advice regarding tap transfers in accordance with Section 24-6-402(4)(b) C.R.S. The motion was seconded by Director Grieve and unanimously carried. The Board temporarily adjourned the regular meeting at 3:30 p.m. and convened in Executive Session.

7.2 The Board reconvened in regular session at 4:06 p.m.

8.0 Operations Report

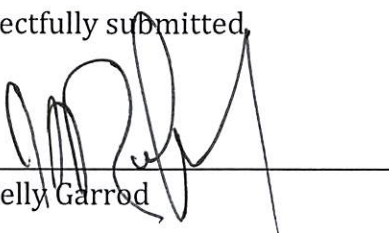
8.1 General Manager Stawski, Water Resources Manager Riggle, and Wastewater Manager Johnson presented the Operations Report, a copy of which is on file with the District records.

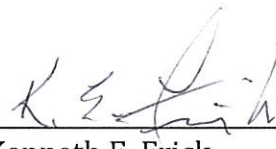
8.2 The Operational Request Agenda was presented for the purchase of two stainless steel slide gates from Applied Controls for a cost of approximately \$22,000. A motion was made by Director Grieve and seconded by Director Frick to approve the Operational Request Agenda as presented. All approved.

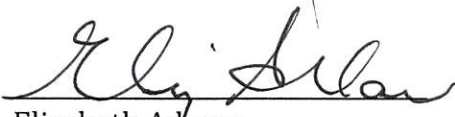
8.3 There were no violations of the NPDES permit.

9.0 There being no further business to come before the Board at this time, Chairman Garrod adjourned the meeting at 4:17 p.m.

Respectfully submitted,



Kelly Garrod

Kenneth E. Frick

Elizabeth Adams

Kevin Grieve

Kennon P. Temple