

## **RECORD OF PROCEEDINGS**

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### **West Jefferson County Metropolitan District June 19, 2025 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, June 19, 2025. 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, and Attorney Paul Cockrel. Ms. Thuy Dam of CLA and Ms. Kelly Watson of Watson Coon Ryan (via Zoom) attended the meeting to discuss the Draft Audit.

#### **2.0 Minutes of Previous Meetings**

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

#### **3.0 Treasurer's Report**

- 3.1 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.
- 3.2 Treasurer Adams motioned to approve the Treasurer's Report and payment of all accounts presented. Director Frick seconded. All approved.

#### **4.0 Draft Audit**

- 4.1 Ms. Kelly Watson of Watson Coon Ryan presented the Draft Audit to the Board. Ms. Watson noted that the audit went well, and there was nothing of any significance to report. Ms. Dam reviewed highlights of the Draft Audit. A governance letter will be sent to the District. Director Grieve motioned to accept the report as presented. Second by Director Frick. All approved.

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### 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 annual CSD Pool Safety Grant allocation for 2025, in the amount of \$3,593.62, will be used to install an egress window at the Wastewater Plant.
- 5.3 The next Board meeting is scheduled for Thursday, July 17, 2025, at 2:00 p.m.

### 6.0 Legal

- 6.1 Attorney Cockrel noted that there were no legal issues to discuss.

### 7.0 Operations Report

- 7.1 The Operations Report was presented by General Manager Stawski, a copy of which is on file with the District records.
- 7.2 The Operational Request Agenda was presented for the following:
  - JVA design proposal at a cost of \$19,240 to begin redesign of the El Rancho #1 lift station

The Board did not approve the proposal as presented and requested additional analysis be provided.

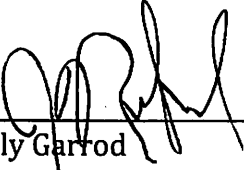
- 7.3 There were no violations of the NPDES permit.

- 8.0 There being no further business to come before the Board at this time, Chairman Garrod motioned to adjourn the meeting at 3:47 p.m. Second by Secretary Temple. All approved.

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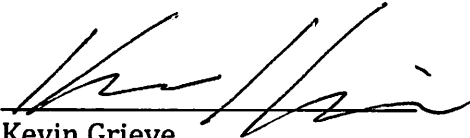
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Respectfully submitted,

  
Kelly Garrod

  
Kenneth E. Frick

  
Elizabeth Adams

  
Kevin Grieve

  
Kennon P. Temple