

RECORD OF PROCEEDINGS

West Jefferson County Metropolitan District
July 17, 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, July 17, 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 Wastewater Manager Kevin Johnson. Attorney Paul Cockrel joined via Zoom.

2.0 Minutes of Previous Meetings

- 2.1 The Board reviewed the draft minutes of the regularly scheduled June 2025 Board Meeting. A motion was made by Secretary Temple and seconded by Director Frick 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 Grieve seconded. All approved.

4.0 Manager's Report

- 4.1 General Manager Stawski reviewed the Administration report, a copy of which is on file with the District records.
- 4.2 The 2024 Audit has been filed with the State Auditor's Office.
- 4.3 Payment for damage to the El Rancho #2 Lift Station has been received from Comfort Inn.

RECORD OF PROCEEDINGS

4.4 The next Board meeting is scheduled for Thursday, August 21, 2025, at 2:00 p.m.

5.0 Legal

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

6.0 Operations Report

6.1 The Operations Report was presented by General Manager Stawski, a copy of which is on file with the District records.

6.2 The Operational Request Agenda was presented for the following:

- Wastewater plant office emergency egress window from EAP Glass at a cost of \$5,016. As part of their safety grant program, CSD Property & Liability Pool will reimburse the District for 50% of the cost after the work is completed.

Secretary Temple motioned to approve the egress window as presented. Director Frick seconded. All approved.

- SpectraShield proposal to apply lining to the El Rancho Lift Station #1 second tertiary filter tank and manhole at a cost of \$5,000 per day with an anticipated timeframe of three days total to cover the mobilization, labor and materials needed.

Director Grieve motioned to approve the proposal as presented. Director Frick seconded. All approved.

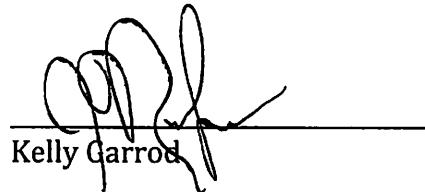
6.3 There were no violations of the NPDES permit.

6.4 General Manager Stawski reported on the cost benefit analysis done for the El Rancho lift station #1 and reviewed the scope of service from JVA's design proposal that was presented at last month's Board meeting. A revised proposal will be brought back before the Board.

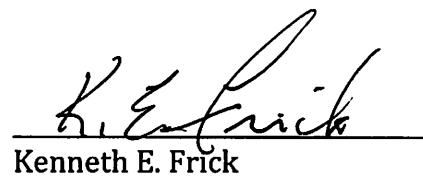
7.0 There being no further business to come before the Board at this time, Chairman Garrod adjourned the meeting at 3:59 p.m.

RECORD OF PROCEEDINGS

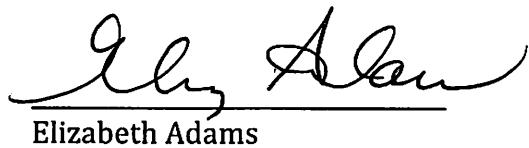
Respectfully submitted,



Kelly Garrod



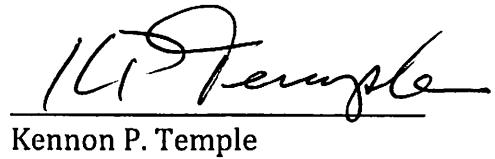
Kenneth E. Frick



Elizabeth Adams



Kevin Grieve



Kennon P. Temple