

RECORD OF PROCEEDINGS

West Jefferson County Metropolitan District April 23, 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 Tuesday, April 23, 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 (via Zoom), Secretary Pat Temple, Treasurer Bob Zavodsky, and Director Kenneth Frick. Director Kevin Grieve was absent with Board approval. Also attending in the Board Room were General Manager Jason Stawski, Administration & HR Manager Dominique Devaney, Wastewater Manager Kevin Johnson, and Attorney Paul Cockrel. A guest, Ms. Beth Adams, a potential Board replacement for Treasurer Zavodsky, observed the meeting.

2.0 Minutes of Previous Meetings

- 2.1** The Board reviewed the draft minutes of the regularly scheduled March 2024 Board Meeting. A motion was made by Secretary Temple and seconded by Director Frick to approve the Minutes as amended. 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** After a discussion on using a separate account for capital fees, the Board agreed to use an existing CSAFE account for all Capital Fee deposits. The current account balance in this existing account will be replaced with Capital Fee monies.
- 3.3** The Board discussed Board Director payment policy and clarified that Directors will receive the \$100 payment for regular Board meetings, special Board meetings and work sessions.
- 3.4** The Board discussed the Federal Home Loan Bank bond purchase through Northland Securities.
- 3.5** Treasurer Zavodsky motioned to accept the Treasurer's Report and payment of all accounts presented. Secretary Temple seconded. All approved.

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4.0 Public Hearing

- 4.1 A Public Hearing was opened at 2:36 p.m. for comment on the proposed drought rates and elimination of the 1% Non-Residential declining system development fee. One guest attended the Public Hearing.
- 4.2 General Manager Stawski reviewed the current and proposed drought rates and discussed elimination of the Non-Residential 1% Declining System Development Fee.
- 4.3 With no public comment, the Public Hearing was closed at 2:40 p.m.

5.0 Rate Changes: Drought Rates and Non-Residential 1% Declining Tap Fee

- 5.1 Secretary Temple motioned to accept the drought rate changes as presented and to eliminate the Non-Residential 1% declining system development (tap) fee. Director Frick seconded. All approved.

6.0 Manager's Report

- 6.1 General Manager Stawski reviewed the Administration report, a copy of which is on file with the District records.
- 6.2 General Manager Stawski presented a change approved by the EMD Board to the On-Call policy authorizing an increase in benefit hours from four to seven (1 hour per day) per week.
- 6.3 General Manager Stawski updated the Board on the Schedule of Charges Committee meeting held on April 5th, 2024, and the change from a 70/30 Water/Wastewater split to a 50/50 Water/Wastewater split for non-operational staff. A memorandum detailing the change will be provided to the Directors, and this issue will be brought back before the Board to discuss an implementation date.
- 6.4 The next Board meeting is scheduled for Thursday, May 16, 2024, at 2:00 p.m.

7.0 Operations Report

- 7.1 Wastewater Manager Johnson and General Manager Stawski presented the Operations Report, a copy of which is on file with the District records.
- 7.2 There were no violations of the NPDES permit.
- 7.3 It was noted that all lift stations experienced issues with the recent storms.
- 7.4 A purchase request was made to replace the outdated Allen-Bradley Panel View Human Machine Interface at three lift stations, El Rancho #1, 10th Filing and Wah

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Keeney, at a cost not-to-exceed \$16,000. Chairman Garrod motioned to approve the expenditure. Secretary Temple seconded. All approved.

- 7.5 A request was made to purchase a portable inverter generator for TV inspections at a not-to-exceed cost of \$700. Director Frick motioned to approve the expenditure. Treasurer Zavodsky seconded. All approved.

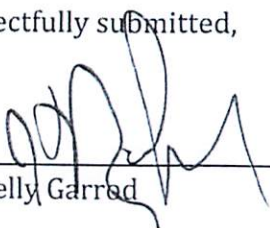
8.0 Legal

- 8.1 Attorney Cockrel discussed a Northstar/Observatory tap transfer request.

- 8.2 Attorney Cockrel also discussed current Colorado legislation on Impact Fees (Capital Fees) that is up for consideration, which may affect system development fees assessed by the District to new taps.

- 9.0 There being no further business to come before the Board at this time, Chairman Garrod adjourned the meeting at 4:00 p.m.


Respectfully submitted,



Kelly Garrod



Kenneth E. Frick

DocuSigned by:

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Robert Zavodsky



Kevin Grieve



Kennon P. Temple