

RECORD OF PROCEEDINGS

West Jefferson County Metropolitan District April 17, 2025 Regular Meeting of the Board of Directors

1.0 Call to Order at 2:04 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 2:04 p.m. on Thursday, April 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, and Director Kenneth Frick. Director Kevin Grieve was absent with Board approval. Also attending in the Board Room were General Manager Jason Stawski, Administration Manager Shelley Koch, Wastewater Manager Kevin Johnson, and Attorney Paul Cockrel. Ms. Holly Huyck attended the meeting via Zoom and Ms. Sylvia Robertson attended the meeting in-person to observe.

2.0 Minutes of Previous Meetings

- 2.1 The Board reviewed the draft minutes of the regularly scheduled March 2025 Board Meeting. A motion was made by Secretary Temple and seconded by Director Frick to approve the Board Meeting Minutes as presented. 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 reported on her conversation with Ms. Cathleen Gillies of Northland Securities regarding future bond investments. After Board discussion, Secretary Temple motioned to preauthorize future bond investment within the parameters of \$300,000 maximum, 4-year final with 3 month to 1 year call, and a rate greater than 4.65% return and approve authorization for Treasurer Adams and signatory officers to effect the transaction. Director Frick seconded. All approved.
- 3.3 Treasurer Adams motioned to approve the Treasurer's Report and payment of all accounts presented. Secretary Temple seconded. All approved.

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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 next Board meeting is scheduled for Thursday, May 15, 2025, at 2:00 p.m.

5.0 Legal

- 5.1 Attorney Cockrel noted that House Bill 25-1211 regarding tap fees is still in process.

6.0 Operations Report

- 6.1 The Operations Report was presented by General Manager Stawski and Wastewater Manager Johnson, a copy of which is on file with the District records.
- 6.2 The Operational Request Agenda was presented for the following:
- Purchase of a replacement Return-activated Sludge (RAS) pump from Falcon Environmental at a cost of \$17,125
 - Purchase of two replacement Smith & Loveless pumps for Wah Keeney lift station at a cost of \$34,636
 - Purchase of one Pulsar Manta Ray portable flowmeter for the C&D Department at a cost of \$7,345

A motion was made by Secretary Temple and seconded by Director Frick to approve the above expenditures. All approved.

Wastewater Manager Johnson presented additional purchase requests at the Board meeting.

1. Purchase of a rebuilt Gorman Rupp pump at a cost of \$3,288.50.
2. Rewind on Ruland 50HP pump motor by Bob's Electric at a cost of \$4,812.50.

A motion was made by Treasurer Adams and seconded by Director Frick to approve the above expenditures. All approved.


An additional purchase request of a window replacement in the Wastewater Plant office with an operational window for egress at a cost of \$5,160.72 was delayed. The Board requested obtaining an additional quote.

- 6.3 There were no violations of the NPDES permit.


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- 7.0 There being no further business to come before the Board at this time, Chairman Garrod adjourned the meeting at 3:20 p.m.

Respectfully submitted,



Kelly Garrod



Kenneth E. Frick



Elizabeth Adams



Kevin Grieve



Kennon P. Temple