

## **RECORD OF PROCEEDINGS**

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### **West Jefferson County Metropolitan District February 15, 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, February 15, 2024. The meeting was held in both physical attendance and via Zoom virtual meeting pursuant to statutory notice.
- 1.2 In physical attendance were Chairman Kelly Garrod, Secretary Pat Temple, Treasurer Bob Zavodsky, Director Kevin Grieve and Director Kenneth Frick. Also attending in the Board Room were General Manager Jason Stawski, Administration & HR Manager Dominique Devaney, Wastewater Manager Kevin Johnson, and Attorney Paul Cockrel.

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

- 2.1 The Board reviewed the draft minutes of the regularly scheduled January 2024 Board Meeting. A motion was made by Secretary Temple and seconded by Treasurer Zavodsky 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 Treasurer Zavodsky motioned to accept the Treasurer's Report and payment of all accounts presented. Secretary Temple 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 Schedule of Charges was presented to the Board. After discussion, Chairman Garrod motioned to approve the 2024 Schedule of Charges except for line item 10 regarding the 12% surcharge on WJCMD invoices paid by EMD. Secretary Temple seconded. All approved. General Manager Stawski will bring the surcharge issue to the EMD Board and come back to the WJCMD Board at the next regular Board meeting.

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- 4.3 The 2024 Annual Budget has been submitted and accepted by DOLA.
- 4.4 The 2025-2030 Capital Plan, which will be presented on a quarterly basis, was reviewed by the Board.
- 4.5 Drought rates and tiers are being reviewed by the Evergreen Metropolitan District and will be brought back to the WJCMD Board. A Water Conservation Committee meeting will be held to discuss. A rate hearing will be held for approval of the new drought rates/tiers and elimination of the Commercial/Non-Residential declining tap rate.
- 4.6 The next Board meeting is scheduled for Thursday, March 21, 2024, at 2:00 p.m.

### 5.0 Operations Report

- 5.1 Wastewater Manager Johnson and General Manager Stawski presented the Operations Report, a copy of which is on file with the District records.
- 5.2 There were no violations of the NPDES permit.
- 5.3 A request was made to purchase two 50HP pumps and two directional impellers at a cost of \$7,744 for the impellers and \$15,685 for each 50HP pump/motor, for a total cost of \$39,114. One pump will be used as a backup for El Rancho #1 lift station. Due to the cost effective quote received, a second pump was requested to be used as a spare.

Secretary Temple motioned to approve the above expenditure, not to exceed \$40,000. Director Grieve seconded. All approved.

- 5.4 A request was made to engage JVA for design of the sewer main that crosses Lewis Ridge Road at an estimated cost of \$8,600. The project was included in the 2024 Capital Budget and will be incorporated into Jefferson County's construction documents when replacing the culvert at this location.

Treasurer Zavodsky motioned to approve the above expenditures. Director Temple seconded. All approved.

### 6.0 Legal

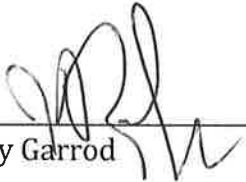
- 6.1 Attorney Cockrel had no items for discussion.

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

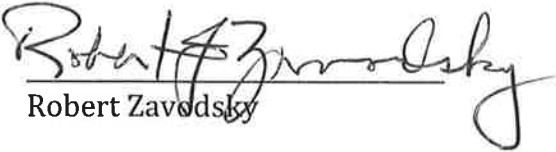
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Respectfully submitted,

  
Kelly Garrod

  
Kenneth E. Frick

  
Robert Zavodsky

  
Kevin Grieve

  
Kennon P. Temple