

RECORD OF PROCEEDINGS

West Jefferson County Metropolitan District January 18, 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, January 18, 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, and Director Kevin Grieve. Also attending in the Board Room were new General Manager Jason Stawski, General Manager Dave Lighthart, Administration & HR Manager Dominique Devaney, Wastewater Manager Kevin Johnson, Water Manager Garry Jeffrey and Mr. Kenneth Frick. Attorney Maddie Phillips attended via Zoom.

2.0 Minutes of Previous Meetings

- 2.1 The Board reviewed the draft minutes of the regularly scheduled December 2023 Board Meeting. A motion was made by Secretary Temple and seconded by Director Grieve to approve the Minutes as presented. 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. 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 A Special Meeting of the Board was held on January 3, 2024, to interview Mr. Kenneth E. Frick for the Director vacancy. The Board appointed Mr. Frick to the West Jefferson County Metropolitan District Board of Directors, filling the vacancy left by Director Gray-Kurtz. The Oath of Office was read by Chairman Garrod and signed by Director Frick. The Notice of Appointment to the Board of Directors of the West Jefferson County Metropolitan District was signed by Chairman Garrod.

RECORD OF PROCEEDINGS

- 4.3 The Board discussed the new Sage Intacct accounting software that will be utilized by District Administration. The cost for implementation of the software is approximately \$28,000, and the annual fee is approximately \$8,300. A pro rata share will be billed to WJCMD. Because CliftonLarsonAllen (CLA) is a source for Sage Intacct software and Evergreen Metropolitan District (EMD) has a Master Service Agreement with CLA, EMD is receiving a large discount on the cost of the software. Director Grieve motioned to proceed with the new Sage Intacct accounting software as presented with a not-to-exceed implementation cost of \$14,000. Treasurer Zavodsky seconded. All approved.
- 4.4 A Resolution was presented for approval and signature by Chairman Garrod to recognize General Manager Dave Lighthart for his years of service to the District. Treasurer Zavodsky motioned to approve the Resolution as presented. Secretary Temple seconded. All approved.
- 4.5 The next Board meeting is scheduled for Thursday, February 15, 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 Wastewater Manager Johnson invited Director Frick to tour the wastewater plant and lift stations. Director Grieve also expressed an interest in touring.
- 5.3 There were no violations of the NPDES permit.
- 5.4 Two purchase requests were received from the C&D Department.
- A not-to-exceed cost of \$7,000 was requested for spray-in liner and expandable grout from Concrete Conservation/SpectraShield for a manhole located in the wetlands between Broadmoor and Keystone Drive to resolve the infiltration issue.
 - West Jeff's \$2,946.30 portion of the \$9,150 total was requested for Custom Linings, Inc. to sandblast and re-line the main debris tank on the Vactor truck. The new liner will be warrantied for 15 years. General Manager Stawski noted that the new cost split for the Vactor truck will be changing from 85% Wastewater/15% Water to 70% Wastewater/30% Water, due to more usage for the Water side.

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

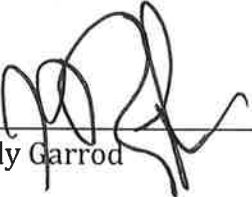
6.0 Legal

- 6.1 Attorney Phillips noted no items for discussion.

RECORD OF PROCEEDINGS

- 7.0 There being no further business to come before the Board at this time, Chairman Garrod called for adjournment. Secretary Temple motioned to adjourn the meeting at 3:32 p.m. Treasurer Zavodsky seconded. All approved.

Respectfully submitted,


Kelly Garrod


Kenneth E. Frick


Robert Zavodsky


Kevin Grieve


Kennon P. Temple