

RECORD OF PROCEEDINGS

West Jefferson County Metropolitan District January 16, 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, January 16, 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 and Administration Manager Shelley Koch. Attorney Paul Cockrel joined via Zoom.

2.0 Minutes of Previous Meetings

- 2.1 The Board reviewed the draft minutes of the regularly scheduled December 2024 Board Meeting. A motion was made by Director Grieve and seconded by Secretary Temple 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 motioned to approve the Treasurer's Report and payment of all accounts presented. Director Frick 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 2025 Schedule of Charges was presented to the Board for signature.
- 4.3 Paylocity has been set up for Director payments.
- 4.4 The next Board meeting is scheduled for Thursday, February 20, 2025, at 2:00 p.m.

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5.0 Legal

- 5.1 Attorney Cockrel reviewed a discussion with Mr. Jack Buchanan. The QuikTrip closing was postponed and will be rescheduled.

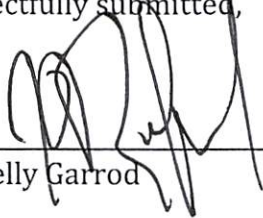
6.0 Operations Report

- 6.1 General Manager Stawski presented the Operations Report, a copy of which is on file with the District records.
- 6.2 The Operational Request Agenda was presented for Baack Controls to bring the plant generator alarms and Return Activated Sludge (RAS) pumps into the Supervisory Control and Data Acquisition (SCADA) system at a cost of \$6,857. A motion was made by Director Grieve and seconded by Director Frick to approve the Operational Request Agenda as presented. All approved.
- 6.3 General Manager Stawski reviewed the JVA Letter of Agreement for the Biosolids Dewatering project. The fees for 10% design, Site Application, funding, 30% design and process design report, and Construction Manager at Risk (CMAR) bidding total \$92,200. A motion was made by Secretary Temple to proceed and approve the \$92,200 expense and seconded by Director Grieve. All approved.
- 6.4 General Manager Stawski discussed the January 5th Colorado Department of Public Health and Environment (CDPHE)-released Total Maximum Daily Load (TMDL) regulations for Bear Creek Watershed of 0.1 mg/L total phosphorous concentration limit and 159 lbs./year.
- 6.5 There were no violations of the National Pollutant Discharge Elimination System (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 3:40 p.m.


Respectfully submitted,



Kelly Garrod



Kenneth E. Frick



Elizabeth Adams



Kevin Grieve



Kennon P. Temple