

## **RECORD OF PROCEEDINGS**

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### **West Jefferson County Metropolitan District July 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, July 18, 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, Secretary Pat Temple, Treasurer Beth Adams (via Zoom) and Director Kenneth Frick. Director Kevin Grieve was absent with Board approval. Also attending in the Board Room were General Manager Jason Stawski and Business Support Jennifer Guy.

#### **2.0 Audit**

- 2.1 Ms. Thuy Dam of CLA joined this portion of the meeting and began the audit discussion. Mr. Zachary Yeoman and Mr. Cody Moore of Watson Coon and Ryan attended this portion of the meeting. Mr. Moore reviewed the procedures that were completed. It was reported that financial statements are complete. A clean opinion for the audit will be issued. A governance letter will be issued after today's presentation for signature by the Board.
- 2.2 After discussion, Director Frick motioned to approve the Audit as presented, subject to the changes discussed by the Board and review of the formal opinion and governance letter. Secretary Temple seconded. All approved.

#### **3.0 Minutes of Previous Meetings**

- 3.1 The Board reviewed the draft minutes of the regularly scheduled June 2024 Board Meeting. A motion was made by Secretary Temple and seconded by Director Frick to approve the Minutes as presented. All approved.

#### **4.0 Treasurer's Report**

- 4.1 General Manager Stawski began the presentation of the Treasurer's Report. Treasurer Adams joined the meeting via Zoom and presented information on the Northlands Securities bond. 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.

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- 4.2 Treasurer Adams motioned to approve the Treasurer's Report and payment of all accounts presented. Director Frick seconded. All approved.

### 5.0 Manager's Report

- 5.1 General Manager Stawski reviewed the Administration report, a copy of which is on file with the District records.
- 5.2 General Manager Stawski reported that posted Rules and Regulations are in the process of being updated.
- 5.3 General Manager Stawski reviewed the Request Agenda, which included an upgrade of influent and effluent flow meters at a cost of \$6,100, replacement of UV lights and quartz sleeves at a cost of \$4,325 and purchase of a spare waste pump flow meter at a cost of \$3,610. After discussion, Secretary Temple motioned to approve the request agenda as presented. Treasurer Adams seconded. All approved.
- 5.4 The New Services & Environmental Department name has been changed to Water Resources. Field operations such as installing taps, inspections and emergency locates have been moved to the C&D Department. Water Resources will handle new services inquiries, pretreatment and environmental concerns, management of water resources and water rights administration.
- 5.5 The next Board meeting is scheduled for Thursday, August 15, 2024, at 2:00 p.m.

### 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 There were no violations of the NPDES permit.

### 7.0 Legal

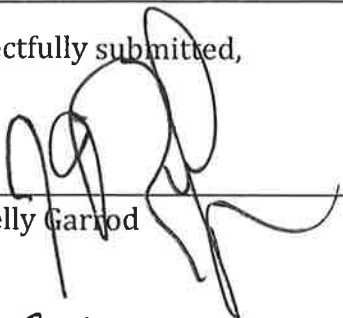
- 7.1 No legal report was provided.

- 8.0 There being no further business to come before the Board at this time, Chairman Garrod adjourned the meeting at 3:38 p.m.

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Respectfully submitted,



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Kelly Garrard



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Elizabeth Adams



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Kennon P. Temple



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Kenneth E. Frick



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Kevin Grieve