

RECORD OF PROCEEDINGS

West Jefferson County Metropolitan District June 20, 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, June 20, 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, Director Kevin Grieve and Director Kenneth Frick. Also attending in the Board Room were General Manager Jason Stawski, Administration & HR Manager Dominique Devaney, Attorney Paul Cockrel, and Ms. Beth Adams.
- 1.3 Secretary Temple motioned to appoint Ms. Beth Adams into the open position on the Board. Director Grieve seconded the motion. All approved. Chairman Garrod administered the Oath of Office.
- 1.4 Secretary Temple motioned to appoint Director Adams as Treasurer. Director Grieve seconded. All approved.

2.0 Minutes of Previous Meetings

- 2.1 The Board reviewed the draft minutes of the regularly scheduled May 2024 Board Meeting and Executive Session. A motion was made by Secretary Temple and seconded by Treasurer Adams to approve the Minutes as presented. All approved.

3.0 Treasurer's Report

- 3.1 Treasurer Adams presented the Treasurer's Report. Information on the monthly financial activities of the District is contained in the Administration Report.
- 3.2 Secretary Temple motioned to transfer funds to the CSafe Core account and close the 1st Bank Liquid Assets account. Treasurer Adams seconded. All approved.
- 3.3 Director Grieve motioned to authorize the transfer of capital funds from Evergreen National Bank to the CSafe Capital Funds account on a regular basis. Secretary Temple seconded. All approved.
- 3.4 The Board approved the transfer of funds as necessary with email notification to the Board.

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- 3.5 The audit will be presented at the July Board meeting. Director Adams and Director Grieve will meet with Ms. Thuy Dam of CLA on July 8, 2024, at 1:00 p.m. to review audit details.
- 3.6 Treasurer Adams 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 General Manager Stawski reviewed the Request Agenda, which included temporary construction easements for Lewis Ridge Road and Larkspur Road, a permanent drainage easement for Lewis Ridge Road, and purchase of a replacement Hydro gritter and Wemco grit pump at a cost of \$94,463. After discussion, Secretary Temple motioned to approve the request agenda as presented, except for the CIPP lining installation (#5). Director Frick seconded. All approved.
- 4.3 Secretary Temple motioned to adopt a Resolution to Amend the Bylaws, Section 3.12.A, to change the price cap of future bidding from \$60,000 to "as required by law." Director Grieve seconded. All approved.
- 4.4 The Board agreed with staff regarding roof repairs needed for the Administration building at a cost not to exceed \$4,500.
- 4.5 The next Board meeting is scheduled for Thursday, July 18, 2024, at 2:00 p.m.

5.0 Operations Report

- 5.1 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 The Vactor jet truck will be repaired, and the WJCMD portion will be approximately \$3,400.
- 5.4 Director Grieve motioned to approve the steam-cured liner installation with Insituform for the 10" Pebble Beach section of sewer main with traffic control removed from the contract and mobilization cost split with Evergreen Metropolitan District. Secretary Temple seconded. All approved.


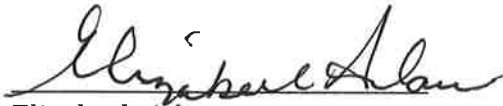
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6.0 Legal

6.1 Attorney Cockrel distributed a memo on legislative actions occurring regarding property tax changes.

7.0 There being no further business to come before the Board at this time, Chairman Garrod adjourned the meeting at 3:50 p.m.

Respectfully submitted,


Kelly Garrod
Kenneth E. Frick
Elizabeth Adams
Kevin Grieve
Kennon P. Temple