

## **RECORD OF PROCEEDINGS**

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### **West Jefferson County Metropolitan District March 21, 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, March 21, 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 February 2024 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 After a discussion on investments, Secretary Temple motioned to approve moving forward with establishing an account with Northland Securities and the purchase of a Federal Home Loan Bank \$300,000 bond for one year at 5.25% with a maturity date of March 20, 2025 and a call feature in June of 2024. Motion was seconded by Director Grieve. All approved.
- 3.3 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.

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- 4.2 The 2024 Schedule of Charges was discussed by the Board. Directors Grieve and Frick will represent WJCMD on the joint committee with the Evergreen Metro District to annually review the Schedule of Charges. Administration & HR Manager Devaney will schedule the committee meeting to also include General Manager Stawski and EMD representatives, Jim Viellenave and Brian Stephens-Hotopp.
- 4.3 The Lookout Mountain Interconnect project is on hold for at least eight quarters due to Lookout Mountain Water District's water quality issue.
- 4.4 A Water Shortage Response Team meeting was held to discuss drought rate changes. Secretary Temple attended for WJCMD.
- 4.5 A rate public hearing will be held during the April Board meeting.
- 4.6 Treasurer Zavodsky announced he will be resigning from the Board effective at the end of the May 16, 2024, Board meeting.
- 4.7 The next Board meeting was changed from April 18<sup>th</sup> to Tuesday, April 23, 2024, at 2:00 p.m. The rate hearing will be conducted during the April 23<sup>rd</sup> Board meeting.

### 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 purchase request was made to replace a failed pump volute from Falcon Environmental at a cost of \$6,300. Director Grieve motioned to approve the expenditure. Secretary Temple seconded. All approved.
- 5.4 A request was made to purchase two 5 MHz sensors for lift station flow readings at a cost of \$1,800. Secretary Temple motioned to approve the expenditure. Director Grieve seconded. All approved.

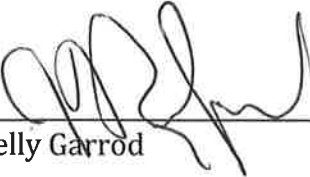

### 6.0 Legal

- 6.1 Attorney Cockrel discussed ADUs and recommended the Board deal with any ADU issues as they arise.
- 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.

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Respectfully submitted,

  
Kelly Garrod  
Kenneth E. Frick  
Robert Zavodsky  
Kevin Grieve  
Kennon P. Temple