

## **RECORD OF PROCEEDINGS**

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### **West Jefferson County Metropolitan District March 20, 2025 Regular Meeting of the Board of Directors**

#### **1.0 Call to Order at 1:57 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 1:57 p.m. on Thursday, March 20, 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, Administration Manager Shelley Koch, Wastewater Manager Kevin Johnson, and Attorney Paul Cockrel (via Zoom). Guests: Ms. Cathleen Gillies of Northland Securities (in-person). Evergreen residents Holly Huyck and Sylvia Robertson observed via Zoom.

#### **2.0 Guest Presentation**

- 2.1 Ms. Cathleen Gillies of Northland Securities appeared before the Board and gave a presentation on bond investments available to the District through Northland Securities.

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

- 3.1 The Board reviewed the draft minutes of the regularly scheduled February 2025 Board Meeting. A motion was made by Secretary Temple and seconded by Director Frick to approve the Board Meeting Minutes as presented. All approved.

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

- 4.1 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.
- 4.2 As directed by the Board, Administrative Manager Koch opened a new CSafe Core account for capital revenue. A monthly transfer will be made from Evergreen National Bank to the CSafe Core capital account.
- 4.3 Treasurer Adams motioned to approve the Treasurer's Report and payment of all accounts presented. Director Grieve seconded. All approved.

## RECORD OF PROCEEDINGS

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### 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 notified the Board of EMD Director John Ellis's passing.
- 5.3 General Manager Stawski reported to the Board that the Evergreen Metropolitan District was not awarded the DOLA grant for the Biosolids Dewatering project.
- 5.4 There were no write-in candidates for the 2025 election. A notice of cancellation for the election will be published in the *Canyon Courier* on March 20, 2025. The following candidates will assume terms as shown: J.K. Garrod (4 years), Elizabeth Adams (4 years), Kenneth Frick (2 years), and Kevin Grieve (2 years).
- 5.5 General Manager Stawski presented the audit engagement letter from Watson Coon Ryan's for the year ended 2024 to the Board for signature. Audit fieldwork is scheduled to begin May, 2025. A motion was made by Secretary Temple to approve the audit engagement letter as presented and seconded by Director Frick. All approved.
- 5.6 After discussion, the Board decided not to move forward with joining Evergreen Metro District in their outreach and education efforts in the community.
- 5.7 The next Board meeting is scheduled for Thursday, April 17, 2025, at 2:00 p.m.

### 6.0 Legal

- 6.1 Attorney Cockrel had no legal issues to present.

### 7.0 Operations Report

- 7.1 The Operations Report was presented by Wastewater Manager Johnson and General Manager Stawski, a copy of which is on file with the District records.
- 7.2 The Operational Request Agenda was presented for the following:
  - Purchase of two Borger replacement waste pumps from Falcon Environmental at a cost of \$35,040.

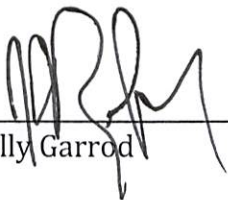
A motion was made by Secretary Temple and seconded by Director Grieve to approve the above expenditure. All approved.
- 7.3 There were no violations of the NPDES permit.

## RECORD OF PROCEEDINGS

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- 7.4 A Compliance Evaluation Inspection (CEI) was completed for the District on March 17, 2025. The only item that will be noted on the inspection report is the lack of a 10<sup>th</sup> Filing Lift Station Site Application.
- 7.5 There was an issue at the El Rancho #2 lift station where a pillowcase was found in the impeller. Repair cost is \$4,500. As Comfort Inn is the only service connected to the lift station, an invoice for the repair cost will be sent to them.
- 7.6 General Manager Stawski reported that the Total Maximum Daily Load (TMDL) comments have been submitted to the state.
- 8.0 There being no further business to come before the Board at this time, Chairman Garrod adjourned the meeting at 3:50 p.m.

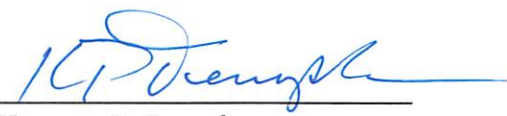
Respectfully submitted,

  
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Kelly Garrod

  
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Kenneth E. Frick

  
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Elizabeth Adams

  
\_\_\_\_\_  
Kevin Grieve

  
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Kennon P. Temple