

RECORD OF PROCEEDINGS

West Jefferson County Metropolitan District May 15, 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, May 15, 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, and Director Kenneth Frick. Director Kevin Grieve attended via Zoom. Also attending in the Board Room were General Manager Jason Stawski, Administration Manager Shelley Koch, and Wastewater Manager Kevin Johnson. Attorney Maddie Phillips from Attorney Cockrel's office attended via Zoom.

2.0 Oaths of Office

Secretary Temple administered the Oaths of Office to recently reelected Board Directors Kelly Garrod, Elizabeth Adams, Kenneth Frick and Kevin Grieve, and the Oaths of Office were signed.

3.0 Minutes of Previous Meetings

- 3.1 The Board reviewed the draft minutes of the regularly scheduled April 2025 Board Meeting. A motion was made by Secretary Temple and seconded by Treasurer Adams 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 Treasurer Adams advised that a \$300,000 bond be purchased through Ms. Cathleen Gillies of Northland Securities at 4.75% from Federal Farm Credit Bank. Administration Manager Koch will move forward with the purchase.
- 4.3 Treasurer Adams motioned to approve the Treasurer's Report and payment of all accounts presented. Director Frick seconded. All approved.

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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 Secretary Temple motioned to approve a total bonus of \$2,500 for the crew who went above and beyond in the middle of the night and with long hours responding to an extraordinary event with the pumps at the El Rancho #1 lift station. All sewage was contained. Management is looking into filing a claim through the CSD Insurance Pool. Director Frick seconded the motion. All overwhelmingly approved.
- 5.3 The next Board meeting is scheduled for Thursday, June 19, 2025, at 2:00 p.m.

6.0 Legal

- 6.1 Attorney Phillips noted that there were no legal issues to discuss.

7.0 Operations Report

- 7.1 The Operations Report was presented by General Manager Stawski and Wastewater Manager Johnson, a copy of which is on file with the District records.
- 7.2 The Operational Request Agenda was presented for the following:
- Purchase of a clarifier splitter box from Rice Lake West at a cost of \$51,255.96

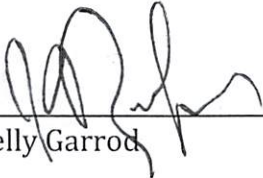
A motion was made by Secretary Temple and seconded by Director Grieve to approve the above expenditure. All approved.

- 7.3 There were no violations of the NPDES permit.


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- 8.0 There being no further business to come before the Board at this time, Secretary Temple motioned to adjourn the meeting at 2:53 p.m. Second by Director Frick. All approved.

Respectfully submitted,


Kelly Garrod


Kenneth E. Frick


Elizabeth Adams


Kevin Grieve


Kennon P. Temple