

**Minutes of Regular Meeting  
Of the  
Kittredge Sanitation and Water District  
January 24, 2023**

**ATTENDANCE:**

Board Members: Robert Kellogg, Jr., Ken Juliano, Kyle Brytowski, Gregory Goulding, and Janet Reichart.

Additional attendees: Dave Lighthart (District Manager - EMD), Anita L. Marchant (District Legal Counsel – Coaty Marchant Woods, PC) and Nickie Holder (District Accountant – NMHolder Financial, Inc.).

The meeting was called to order at <sup>6:33 p.m.</sup> 5:33 p.m. A quorum was present.

**REVIEW OF PAST MEETING MINUTES:**

The Board reviewed copies of the December 14, 2022; regular meeting minutes prepared by Ms. Holder.

Director Goulding made, and Director Juliano seconded a motion to approve the minutes as corrected. The motion carried unanimously (5-0).

Secretary Brytowski signed the December 14, 2022, minutes as Secretary of the Board.

**GUESTS:**

No guests were in attendance.

**TREASURER'S REPORT:**

Ms. Holder delivered the treasurer's report and reported to the Board on the ~~December 2022~~ January 2023 Treasurer's Report provided to the Board via email earlier in the week.

Bank Transfer – Director Juliano made, and Director Reichart seconded a motion to transfer \$70k from the District's savings to checking at Evergreen National Bank. The motion carried unanimously (5-0).

Director Juliano made, and Director Goulding seconded a motion to approve the Treasurer's Report. The motion carried unanimously (5-0).

Check detail and month ending budget vs. actual were reviewed by the Board. The Board has asked that a "variance" column be added to the monthly financials to provide additional analysis for the Board's monthly review.

2022 Audit Exemption – Ms. Holder will prepare the audit exemption report for review by the end of February. Ms. Holder will contact prior audit firm to obtain the district's depreciation schedule.

CD Renewal – On February 25, 2023, the next certificate of deposit will come up for renewal. Ms. Holder will contact Citywide Bank to inquire about the current CD rates and update the board with the information in order to make a decision at the February board meeting whether to renew the CD or transfer the funds to the district's savings account at Colostrust.

### **PLANT REPORT/EMD ADMINISTRATIVE REPORT:**

#### *Administration Report--*

- No delinquent accounts
- The District Admin team has begun to work with CUSI software billing conversion.
- Dominique has uploaded all the necessary documents to SAM registration online and is awaiting a number from SAM.
- District Admin has prepared the confirmation of rates and provided to the Board for review. Director Juliano made, and Director Goulding seconded a motion to approve the 2023 rates. President Kellogg and Secretary Brytowski signed the rate sheet once approved. (My copy of the confirmation only has Bob's signature)
- Headworks Project Funding Update – there are multiple issues regarding the funding for the Headworks Project:
  - Management is looking at possible options for a DOLA grant, SRF Loan, and a potential septage receiving station option to generate income. Unless one of these options turns out to be viable for the District, the District will use up all available reserves on debt service for the Headworks Project.
  - In addition, the District is waiting on the pending adoption of the phosphorus TDML by CDPH&E and the associated need for additional treatment. Once the establishment of a compliance schedule is put into place, it will be determined when the District will need to meet tighter phosphorus limits. This could be as much as 10+ years out.
  - The preliminary engineering report puts the cost for enhanced treatment at \$1.8 million, for a total cost of all improvements at \$4.4 million. Until more information is available on the TDML timing, no decision can be made on the Headworks Project.
- Manager Devaney has spent a great deal of time on SFR loan, SAM registration, DOLA grant process and other research for the Headworks project. EMD has not billed for Manager Devaney's time through current. The Board has asked that Manager Devaney bill her time spent through current at her hourly rate of \$81/hr. Going forward Ms. Holder will assist Manager Devaney in order to decrease her hours spent on KSWD projects.

#### *Plant Report -*

- No violations of discharge permit for November December
- Staff will begin the 2022 annual biosolids report that is due February 19, 2023.

- S&H Plumbing & Heating made a couple more site visits to further diagnose the heating/cooling system for the main building. The electronic igniter was replaced so that the unit could continue to operate. Due to all the issues that have occurred, staff is going to investigate individual natural gas unit heaters for three of the rooms in the main building.
- JVA provided the 30% design of the Headworks Project on December 21, 2022. Management and staff will review to provide comments. The team will meet in 2023 to discuss potential next steps for this project.
- The Aires inspector tractor became non-responsive to operator input and was taken to the shop. It was determined that the tractor will need a new 70-volt battery (\$1,750) and possibly a new circuit board (\$2,175). A new battery will be installed first to see if the tractor becomes functional without a new circuit board.
- 25972 Lines Lane – NSE staff are working with Pine Grove for installation of the sewer service line.
- The US Drought Monitor map as of January 10<sup>th</sup> shows all of Jefferson County is identified as “no drought”.
- The January Water Watch report is available.
- Attorney Marchant and EMD Management are working to finalize the draft of the ADU policy for the District. Update will be provided at the February board meeting.

### **LEGAL REPORT**

Appendix C – Rate Change Resolution – Director Goulding made, and Director Reichart seconded a motion to approve Resolution #1/23-1 approving Appendix C – District’s rates. The motion carried unanimously (5-0).

May 2, 2023 Election – Attorney Marchant informed the Board that the call for nominations for the May election was posted to the District’s website and published in the local newspaper. There are three board seats up at the May 2023 election.

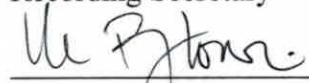
### **NEW BUSINESS**

No new business.

### **ADJOURNMENT**

The meeting was adjourned at 7:18 p.m. upon motion by Director Brytowski, seconded by Director Juliano and unanimously carried. The next regular board meeting will take place on February 28, 2023.

Respectfully submitted,  
Nickie Holder  
Recording Secretary

  
\_\_\_\_\_  
Kyle Brytowski,  
Secretary, Kittredge Sanitation and Water District

2/28/23  
Date