

**Minutes of Regular Meeting  
Of the  
Kittredge Sanitation and Water District  
February 28, 2023**

**ATTENDANCE:**

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

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

The meeting was called to order at 6:30 p.m. A quorum was present.

**REVIEW OF PAST MEETING MINUTES:**

The Board reviewed copies of the January 24, 2023; 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 January 24, 2023, 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 January 2023 Treasurer's Report provided to the Board via email earlier in the week.

Director Reichert 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.

2022 Audit Exemption – Ms. Holder will prepare the audit exemption report for review for the March board meeting. Audit exemption is due to the State by March 31, 2023.

CD Renewal – On March 28, 2023, the next certificate of deposit will come up for renewal. Ms. Holder will contact Academy Bank to inquire about the current CD rates and update the board with the information in order to make a decision at the March board meeting whether to renew the CD or transfer the funds to the district's savings account at Colotrust.

President Kellogg updated the Board on the final close out of the District checking account that was held at Bank of the West. Final paperwork has been signed and the account has been officially closed. The bank has emailed President Kellogg to confirm a \$0 balance.

## 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.
- The opportunity to submit an application for an EIAF (Energy/Mineral Impact Assistance Fund) grant for \$25,000 has come available to the district. This is a 1:1 matching funds grant, which would require a \$25,000 commitment from KSWD board if awarded.  
**Director Brytowski made, and Director Goulding seconded a motion to approve EMD to move forward with the grant application for the EIAF grant funding.**
- Dominique received information from the City Manager of Gunnison regarding the Septage program. The details have been provided to the board for review.

### *Plant Report -*

- No violations of discharge permit for January.
- Manager Johnson has completed the VNIP – Voluntary Nutrient Incentive Program. All TIN & TP data along with the lab results from 2018 to 2022 have been uploaded to CDPHE's Google Doc's site. The program ends December 2027. Then in 2028, CDPHE will review all facilities results that chose to sign up. KSWD has 10 years that would be applied to an extension for the discharge permit. However, with the TMDL (Total Maximum Daily Limit) scheduled for release later this spring for total nitrogen and total phosphorus, this may impact the VNIP program data whether it will be validated.
- An order for sodium aluminate totes (2) was placed in February at a cost of \$9,303, this includes an 8% energy surcharge.
- Staff will be starting the process of updating the quotes for the replacement and upgrade of the SCADA system. Once completed a package will be brought to the board for review and approval.
- Staff obtained the quote from Core & Main for the plumbing parts needed to install the new sludge loadout pump. The quote is included in the Board packet. The total cost for the hardware is \$2,766. This will be a pass-thru from EMD. **Director Reichert made, and Director Brytowski seconded a motion to approve the purchase of the hardware for \$2,766.**
- 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.

- Sturm Property - Manager Stawski has been communicating with a potential developer for the Sturm property located in the northwest section of SH74. The developer has indicated they're interested in building 4-10 single family homes on the lot and are exploring opportunities to obtain water and sewer service. The property is included into KSWD. A map of the area was provided to the board for review.
- The US Drought Monitor map as of February 13<sup>th</sup> shows all of Jefferson County is identified as "no drought" while the southernmost portion as "abnormally dry".
- The February 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 March board meeting.
- The EPRD project to replace the Evergreen Lake North Trail (ELNT) is scheduled to commence early this spring.
- The Jefferson County project to renovate JC Hwy 73 is also expected to begin later this year. Both projects will pose significant problems for traffic along Hwy 73, downtown Evergreen, Hwy 74 around the lake, and Meadow Drive.

### **LEGAL REPORT**

May 2, 2023, Election – DEO Dana Retterer has cancelled the election and posted the cancellation on the website and the Canyon Courier. Depending on the direction the district takes regarding the 2023 capital project financing, a TABOR election may be needed in order for the district to take on debt.

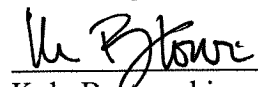
### **NEW BUSINESS**

Director Brytowski informed the Board that he may be absent for the April board meeting due to personal reasons.

### **ADJOURNMENT**

The meeting was adjourned at 7:16 p.m. upon motion by Director Juliano, seconded by Director Goulding and unanimously carried. The next regular board meeting will take place on March 28, 2023.

Respectfully submitted,  
 Nickie Holder  
 Recording Secretary



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 Kyle Brytowski,  
 Secretary, Kittredge Sanitation and Water District

3/28/2023

Date