

**Minutes of Regular Meeting
Of the
Kittredge Sanitation and Water District
February 27, 2024**

ATTENDANCE:

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

Additional attendees: Jason Stawski (District Manager – EMD), Anita Marchant (District Counsel – Foothills Legal Solutions, LLC), and guest Thomas Riggle. Ms. Holder was indisposed and unable to attend the meeting. Ms. Marchant served as acting recording secretary.

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 23, 2024 regular meeting minutes prepared by Ms. Holder. Director Reichart pointed out two typos/changes, which Anita Marchant made note of and will forward to Ms. Holder for corrections.

Director Goulding made, and Director Reichart seconded a motion to approve the January 23, 2024 minutes as corrected. The motion was carried unanimously (5-0).

Secretary Brytowski will sign the updated/revised January 23, 2024 minutes as Secretary of the Board at the March meeting.

GUESTS:

Thomas Riggle was in attendance as a guest. He is the new Services Environmental Manager at EMD. He started in November. This was Manager Stawski's previous position before he became EMD Manager.

TREASURER'S REPORT:

Ms. Holder was indisposed and unable to attend the meeting. She provided her February 2024 Treasurer's Report via email prior to the Board meeting.

Director Kellogg informed the Board that they had started collecting the capital improvements fee. Mr. Stawski indicated that these funds are noted in the budget under capital improvements. Director Kellogg asked if we should assign a CPA number to these funds, and Mr. Stawski agreed so that these funds can be delineated from other capital improvement funds. 202.4 was assigned. Mr. Stawski indicated he would inform Ms. Delvany.

Director Juliano made, and Director Reichart seconded a motion to approve the Treasurer's Report and to authorize Nickie to move \$30,000 from savings to checking. The motion was carried unanimously (5-0).

PLANT REPORT/EMD ADMINISTRATIVE REPORT:

Administration Report—

- Manager Stawski reviewed the Administration report, a copy of which is on file with the District records.

- DOLA website is missing budget, boundary letter, or updated transparency notice. Ms. Marchant will follow up with Ms. Holder and get things filed with DOLA if necessary to assist Ms. Holder. Director Juliano allowed Ms. Marchant to take a photo of a Late Notice letter from DOLA re these deficiencies. Director Kellogg offered his help to Ms. Marchant if necessary.
- Manager Stawski reported to the Board on the 2024 Schedule of Charges, which has been updated and included in the Board packet for discussion. There were significant changes to equipment costs, particularly the Truck cost. The hourly rate for the pickup truck hovered between \$7.75 and \$9.10 since 2011. We have previously adopted FEMA equipment rates as a baseline for this Schedule of Charges. Historically, the rate for the pickup has been well below the FEMA rate. In 2017 (the earliest available FEMA rates, the pickup rate was above \$20/hr. Other equipment costs generally increased by a minor amount with some decreasing.
- The 2025-2030 KSWD Capital Plan is included in the Board Packet and will be reviewed and discussed. Manager Stawski prefers that the Board not approve the plan since things change so much over 5 years, but proposed keeping a restricted account added to the budget, especially now in light of charging the capital improvement fees. This will also demonstrate that the fees collected have projects specifically earmarked and planned for these funds. Manager Stawski will add a total cost column and a total saved to date amount to the budget. The projects currently planned include tertiary treatment, the headworks project, and C&D Equipment.
- The Drought Rates were not revised when the new water tiers were established. EMD will be discussing a new structure to the Drought Rates at their next meeting and plan to hold a rate hearing in March for adoption. KSWD may need to hold a rate hearing in April to adopt the new Drought Rates.
- Director Richart brought of “outside the box” possibilities for increasing the District’s income. Director Kellogg addressed the historic challenges the District has faced on increasing income and the Board discussed same. It is a difficult problem. Manager Stawski believes the capital fee will address some of these problems. The Board wants to balance saving money along with creating good service for good value for the customers of the District. The Board and Manager Stawski discussed the pros and cons of consolidation and the process for same.

Plant Report -

- Manager Stawski presented the Operations Report, a copy of which is on file with the District records. No violations in January.
- Time was spent at the facility on process control tests, plant operation, equipment maintenance, cleaning of the headwork’s area, cleaning of the UV disinfection area, check calibration of influent and effluent flow meters, cleaning and maintenance of facility and grounds.
- The last two weeks of January and the 1st week of February, large volumes of what appeared to be white paint was discharged into the influent. The NSE and the C&D departments investigated and were not able to pinpoint where the discharge originated from, they continue to investigate. Operations staff made several operational changes and hauled seed sludge

from the EMD and WJ wastewater facilities to help keep Kittredge in compliance. The plant is slowly coming back around to normal operations.

- The 4” electric actuator RAS/WAS valve has been ordered with the expected delivery date in late March.
- Staff met with Rice Lake West to confirm the project details and pricing for the aeration basin 8” air header pipe replacement. We plan to bring this capital project to the Board in March or April for approval.
- On February 13th, the Iconics program on the SCADA computer would not allow access to the plant display screens due to a corrupt file in the program. Baack Controls worked with Iconics Tech support to resolve the issue the next day. There is an invoice in the meeting packet from Baack Controls for \$375.
- The final component added to the SCADA system was a domain address from Go Daddy to acknowledge alarms via text messages through Twilio. The cost for the 3-year subscription is \$210. This fee is paid by EMD and passed through to KSWD.
- Equipment work orders are ongoing.

LEGAL REPORT

Anita Marchant reported to the Board that the State Archivist has the District on its list of approved Districts who have submitted application to comply with the State Archivist’s Document Retention Manual. The Manual is fairly dense and addresses different categories of documents. In addition, if any documents are destroyed a specific form must be completed and submitted to the State Archivist. Ms. Marchant requested some broad categories of paper documents the District is keeping so she can provide specifics on retention and destruction, including possible electronic conversion.

NEW BUSINESS

ADJOURNMENT

The meeting was adjourned at 7: 38 p.m. upon motion by Director Goulding, seconded by Director Reichart and unanimously carried (5-0). The next regular board meeting will take place on Mar 26, 2024, at 6:30 pm at the Kittredge Community Association (KCA) Building.

Respectfully submitted,
Anita L. Marchant
Acting Recording Secretary

Kyle Brytowski,
Secretary, Kittredge Sanitation and Water District

Date