

**Minutes of Regular Meeting
Of the
Kittredge Sanitation and Water District
March 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), and Nickie Holder (District Accountant – NMHolder Financial, Inc.).

The meeting was called to order at 6:36 p.m. A quorum was present.

REVIEW OF PAST MEETING MINUTES:

The Board reviewed copies of the February 28, 2023; regular meeting minutes prepared by Ms. Holder.

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

Secretary Brytowski signed the February 28, 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 February 2023 Treasurer's Report provided to the Board via email earlier in the week.

Director Goulding made, and Director Brytowski 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 presented the audit exemption report for review by the Board prior to the meeting. Director Juliano made, and Director Goulding seconded a motion to approve the 2022 Audit exemption report. The motion carried unanimously (5 to 0). Ms. Holder will submit to the State by March 31, 2023.

CD Renewal – The CD held at Academy Bank is up for renewal today. Ms. Holder had previously contacted the bank and shared the current rates and CD terms with the Board. Director Juliano made, and Director Reichart seconded a motion to approve cashing out the CD funds to move the money to the district's savings account at Colotrust.

EMD Monthly Revenue Check – Currently the monthly check is mailed to the PO Box in Kittredge, it has been discussed that EMD could possibly transfer the funds electronically through Evergreen National Bank. Chairman Kellogg will contact Evergreen National Bank to determine if this will be possible.

PLANT REPORT/EMD ADMINISTRATIVE REPORT:

Administration Report--

- The District Admin team continues to work with CUSI software billing conversion.
- All documentation has been uploaded to the Federal SAM (System for Award Management). The registration has been problematic, Manager Devaney and Administrator Holder are working to remediate and get the SAM registration finalized.
- EMD Managers worked with Attorney Marchant on updates to the Rules and Regulations Appendix. Modifications were sent to Chairman Kellogg for review. Ms. Marchant will prepare for Board approval.
- Manager Devaney is preparing the application for submittal to the DOLA EIAF grant. The deadline for submission is April 4, 2023.

Plant Report -

- No violations of discharge permit for January.
- S&H Heating and Cooling were called out again to work on the Reznor HVAC unit. They found a hole in the gas line and control wires that had burnt. Both items were replaced. The gas igniter was also found to have failed. S&H Heating provided a proposal of \$6,247 to replace the unit with a new Trane furnace that would be located in the furnace. Sun Valley Electric has provided a proposal of \$2,885 to run electrical to the new unit. **Director Reichart made, and Director Juliano seconded a motion to approve the proposal from S&H Heating for \$6,247 and the proposal from Sun Valley Electric for \$2,885 for a total project cost of \$9,132. The motion carried unanimously (5 to 0),**
- Management and staff have reviewed the Process Design Report and the 30% drawings. They were submitted back to JVA to make the necessary corrections. Once completed, JVA and the team will meet to discuss the potential steps for this project.
- The Aires sewer inspection tractor repairs have been completed. The new battery resolved the issues and a new circuit board was not needed.
- No new updates to new services.
- The US Drought Monitor map as of March 14th shows most of Jefferson County is identified as “no drought” while the southern portion as “abnormally dry”.
- The March Water Watch report is available.
- EMD Board approved amendments to the EMD Rules and Regulations. A copy of the Resolution is provided.
- ELINT pre-construction meetings are held weekly. A discussion of the traffic control plan was held at the first meeting. As of the date of the meeting, the contractor, ESCO Construction is scheduled to begin work on site April 17th. The detour for the area will commence on May 1st.

LEGAL REPORT

May 2, 2023, Election – DEO Dana Retterer has cancelled the election and posted the cancellation on the website and the Canyon Courier. Ms. Retterer will give the oaths of office prior to the May board meeting and then the officers will be voted on by the Board.

Appendix C – Ms. Marchant has been working with EMD Managers to update Appendix C of the District Rules and Regulations. She wanted to confirm that wording in the ADU section of Appendix C, the Board discussed the ADU cost to be 1/3 of an SFR. EMD Management suggested that the dollar amount also be included in Appendix C, the board agreed. Ms. Marchant will clean up the document and prepare for posting to the district’s website.


NEW BUSINESS

No new business.

ADJOURNMENT

The meeting was adjourned at 7:12 p.m. upon motion by Director Goulding, seconded by Director Reichart and unanimously carried. The next regular board meeting will take place on April 25, 2023.

Respectfully submitted,
Nickie Holder
Recording Secretary



Kyle Bryfowski,
Secretary, Kittredge Sanitation and Water District

4/26/23
Date