

**Minutes of Regular Meeting
Of the
Kittredge Sanitation and Water District
April 25, 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 6:32 p.m. A quorum was present.

REVIEW OF PAST MEETING MINUTES:

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

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

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

Ms. Holder discussed CDs to be transferred into Colotrust Bank. Ms. Holder and Director Juliano will work to get the transfer completed this week. Manager Lighthart confirmed with Ms. Holder that the capital expenditures line item will not be used in full, therefore the capital expenses for the month of April for S&H Heating and Cooling as well as Sun Valley Electric for a total of \$9,132, can be moved to capital expenditures line item on the budget vs. actual report.

Ms. Holder requested \$22,000 to be transferred from the savings to checking account at Evergreen National Bank to cover bills for the month of April. Director Reichart made, and Director Juliano seconded a motion to approve the \$22,000 transfer.

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

PLANT REPORT/EMD ADMINISTRATIVE REPORT:

Administration Report--

- The District Admin team continues to review the billing software conversion.
- Appendix C has been finalized, the District Rules and Regulations updated, and EMD Management has uploaded the document to the district website.

- A new Water Shortage Response Team Roster member representative will be needed from the KSWD board, the current member is ex-director Babcock. Director Reichart volunteered to be on the team roster, Manager Lighthart will forward a copy of the conservation plan to Director Reichart and Treasurer Juliano.

Plant Report -

- No violations of discharge permit for March.
- JVA will provide a Letter of Agreement for the central biosolids dewatering facility study. The Letter will be presented to the board in May for approval to proceed.
- Staff completed the installation of the new sludge out pump that is now operational. Pictures are included in the report from EMD Management.
- JVA is in the process of making the corrections to the Process Design Report and 30% drawings that staff have reviewed. Once completed, JVA and the team will meet to discuss the next potential steps for this project.
- No collections work was done in the district during the month of March.
- Sturm Property – Owner’s Engineer is exploring for connecting for the sewer main, including a private lift station to Sun Ridge.
- The US Drought Monitor map as of April 11th shows most of Jefferson County is identified as “Abnormally Dry”.
- The April Water Watch report is available.
- ELNT project is scheduled to begin May 1st with 120-day detour.

LEGAL REPORT

May 2, 2023, Election – Ms. Marchant informed the board members up for re-election that their oaths of office will be emailed to them to have their oaths notarized and filed with the County and State prior to the May board meeting. Ms. Marchant let the board members know that Coaty Marchant Woods has a notary on staff if they would like to stop by her office.

Ms. Marchant also reminded the board that a Tabor election may be needed if the District decides to take on additional debt to fund the Headworks project.

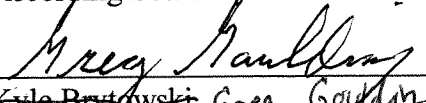
NEW BUSINESS

No new business.

ADJOURNMENT

The meeting was adjourned at 6:53 p.m. upon motion by Director Goulding, seconded by Director Brytowski and unanimously carried (5-0). The next regular board meeting will take place on May 23, 2023.

Respectfully submitted,
 Nickie Holder
 Recording Secretary



 Kyle Brytowski, Greg Goulding
 Secretary, Kittredge Sanitation and Water District
 Vice President

5-23-23
 Date