

**Minutes of Regular Meeting
Of the
Kittredge Sanitation and Water District
May 23, 2023**

ATTENDANCE:

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

Additional attendees: Dave Lighthart (District Manager - EMD), Jason Stawski (Assistant General 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 6:33 p.m. A quorum was present.

ELECTION OF OFFICERS

The new board members have been sworn in and all applicable paperwork will be filed with the Jefferson County Courts and the Department of Local Affairs as applicable by Dana Retterer, the Director of Elections. Director Brytowski's oath of office will be filed after the board meeting and therefore will not vote at tonight's board meeting. The officers were elected by the Board as follows:

President – Director Goulding made, and Director Reichart seconded a motion to approve Director Kellogg to continue as the Board President. The motion carried unanimously (4-0).

Vice President - Director Juliano made, and Director Goulding seconded a motion to approve Director Goulding to continue as the Board Vice President. The motion carried unanimously (4-0).

Treasurer - Director Goulding made, and Director Reichart seconded a motion to approve Director Juliano to continue as the Board Treasurer. The motion carried unanimously (4-0).

Secretary - Director Juliano made, and Director Goulding seconded a motion to approve Director Brytowski to continue as the Board Secretary. The motion carried unanimously (4-0).

Director Reichart will continue as a Director at Large.

REVIEW OF PAST MEETING MINUTES:

The Board reviewed copies of the April 25, 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 (4-0).

Vice President Goulding signed the April 25, 2023, minutes as acting 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 May 2023 Treasurer's Report provided to the Board via email earlier in the week.

Ms. Holder requested \$7,500 to be transferred from the savings to checking account at Evergreen National Bank to cover bills for the month of May. Director Reichart made, and Director Juliano seconded a motion to approve the \$7,500 transfer.

Director Kellogg asked for clarification on the balance sheet provided by Ms. Holder regarding the water accounts receivable. Ms. Holder explained that the water revenue is reflected on the budget vs. actual report in both the revenue and expense section, due to the amount being a pass through from Evergreen Metro District.

Prior to the meeting Ms. Holder and Manager Lighthart discussed moving expenses to correct line items so the budgeted accounts are not overspent during the year.

Director Juliano made, and Director Reichart seconded a motion to approve the Treasurer's Report. The motion carried unanimously (4-0).

PLANT REPORT/EMD ADMINISTRATIVE REPORT:

Administration Report--

- A grant request is being submitted to DOLA (Department of Local Affairs) for an administrative grant to find options for the Headworks project and other future needs, management is trying to decide on the best possible route, given KSWD's financial constraints.
- Ward Electric contracted EMD, looking to find a local spot for temporary parking for a short-term project. Ward Electric met with EMD staff at the KSWD wastewater plant, the spot will not work out as it is too small.
- After an internal search, EMD Board has offered Manager Jason Stawski the role of GM upon Manager Lighthart's retirement in January 2024. Manager Stawski has moved into the role of Assistant GM and will be taking over the role of GM on January 1, 2024. Manager Lighthart will retire effective January 19, 2024.
- The process of naming a new Water Department Manager has begun in anticipation of Manager Jeffrey's retirement in February 2024.
- KSWD has updated the contact information with UNCC, monthly invoices will now be emailed directly to Ms. Holder.

Plant Report -

- No violations of discharge permit for April.
- JVA has provided a Letter of Agreement for the central biosolids dewatering facility study. The Letter of Agreement was provided to the KSWD board prior to the meeting for review. The KSWD cost share of the project will be 8%. Director Juliano made, and Director Reichart seconded a motion to approve moving forward with the study for a cost to the District in an amount of \$5,912.00 (8%). The motion carried unanimously (4-0).
- Proposals have been received for the PLC/SCADA system upgrade. The items included in the upgrade are PLC electrical controls equipment, software from Rockwell, Iconics and Kepware, electrical systems wiring in the PLC cabinet, programming for the new operating system, Sensaphone 800 auto dialer for backup alarm notification and internet access provided by Century Link. The cost of the project is proposed at \$77,706;

management recommends moving forward with this project with an estimated budget of \$85,000, in case of unknown costs. Director Juliano made, and Director Goulding seconded a motion to approve \$85,000 for the PLC/SCADA system upgrade project.

The motion carried unanimously (4-0).

- During May the crew jetted on the North side of the district in Sun Ridge area, no issues found.
- Sturm Property – No update.
- The US Drought Monitor map as of May 16th shows all of Jefferson County is identified as “no drought”.
- The May Water Watch report is available.

LEGAL REPORT

May 2, 2023, Election – Oaths of Office have been given and all paperwork will be filed accordingly.

NEW BUSINESS

President Kellogg will be traveling during June and will not be in attendance at the June board meeting, his absence will be excused.

ADJOURNMENT

The meeting was adjourned at 7:16 p.m. upon motion by Director Goulding, seconded by Director Juliano and unanimously carried (4-0). The next regular board meeting will take place on June 27, 2023.

Respectfully submitted,
Nickie Holder
Recording Secretary



Kyle Brytowski,
Secretary, Kittredge Sanitation and Water District

6/27/23

Date