

**Minutes of Regular Meeting
Of the
Kittredge Sanitation and Water District
June 27, 2023**

ATTENDANCE:

Board Members: 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. Director Goulding acted as Chairman during the meeting in the absence of Chairman Kellogg, his absence was noted at the May 2023 board meeting.

REVIEW OF PAST MEETING MINUTES:

The Board reviewed copies of the May 23, 2023; regular meeting minutes prepared by Ms. Holder.

Director Juliano made, and Director Reichart seconded a motion to approve the minutes as corrected. The motion carried unanimously (4-0).

Vice President Goulding signed the May 23, 2023, minutes as acting Secretary of the Board.

GUESTS:

No guests were in attendance.

TREASURER'S REPORT:

Ms. Holder (redundant) reported to the Board on the June 2023 Treasurer's Report provided to the Board via email earlier in the week.

Ms. Holder requested \$18,000 to be transferred from the savings to the checking account at Evergreen National Bank to cover bills for the month of June. Director Juliano made, and Director Brytowski seconded a motion to approve the \$18,000 transfer.

Ms. Holder reminded the Board that the next CD is up for renewal in August 2023 and at that time she will provide the current interest rates to the Board to make a decision as to renew or cash out the CD and deposit into the District's savings account.

Ms. Holder mentioned she will be ordering new check stock for the district as the current stock is running low.

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--

- The process of naming a new Water Department Manager has begun in anticipation of Manager Jeffrey's retirement in February 2024.
- District Management has restarted the process of reviewing billing software applications.
- District Management received notification from the Colorado Special (CSD) Pool Administrator that KSWD has a Safety Grant balance of \$2,002.71. Safety needs for the district facilities will be reviewed to determine what may qualify for reimbursement.
- Evergreen Metro received a grant from DOLA in the amount of \$52,700 as a 50% matching participation of the engineering project to analyze fire flow for the entire District. The project will proceed once the EMD Board approves.
- (The Needs Assessment Submission was completed on June 24th. The General Manager's report was emailed prior to June 24th containing this language. I think I verbally reported to the Board that the submission was completed) So this section should be changed. The access to the CDPH&E portal for submission of the 2024 Needs Assessment Survey is open. The survey needs to be submitted by June 30th. In preparation for the survey, management will review and update the Waterworth model information.
- The Denver City Council met on June 12th. By consent decree, the council approved the updated Intergovernmental Agreement (IGA) for Evergreen Lake. They also approved the new IGA with EPRD.
- Ms. Devaney and Ms. Holder continue to work on updating the SAM Registration.

Plant Report -

- No violations of discharge permit for May.
- Staff received the PFAS analysis report from Eurofins Environmental. Manager Johnson spoke with Tim Larson the Biosolids Coordinator with CDPHE. Currently, CDPHE is only looking at the single PFOS result. The KSWD result was non-detected so nothing further is required from the facility other than to run the analysis on the biosolids once per year.
- Purchase orders have been issued for the PLC/SCADA system upgrade; the software program's will be ordered in August once all the hardware has been delivered. The project will start this fall.
- Upon review of the 2023 budget with General Manager Lighthart, there are a few line items that are slightly over budget. The line items are for weekly operations, weekends/holidays operations, and unscheduled maintenance. Unexpected plant work items that have come up so far this year were the replacement of the Reznor HVAC system, the sludge load out pump, power outage callouts and snow plowing associated with snowstorms, and replacement of the return activated sludge valve due to failure. Other items that remain to be completed this year are the PLC/SCADA upgrade, replacement of the Hycor helisieve brushes and shoes - (this will be a one-day job involving 2 techs) and removal of some dead trees on the property. Staff will do their best to keep the time down associated with billable hours. But at times more time will be needed to keep the facility fully operational and in compliance with the discharge permit. Staff will continue to monitor the budget. (From prior month)
- The EMD Board approved their share of the JVA cost associated with the dewatering system review and design. JVA has been notified and will schedule to being the review process.
- Sewer jetting continues in the District on the north side, in the Sun Ridge area.

- NSE received a Jeffco Referral with a site plan to subdivide the Sturm property into 30 lots and 5 tracts with the intent to use nine lots for single family or duplex homes and approximately 20 lots for single family homes. This property is included in the District, but additional infrastructure will be needed to serve this property.
- The US Drought Monitor map as of June 15th shows all of Jefferson County is identified as "no drought".
- The June Water Watch report is available.

LEGAL REPORT

Ms. Marchant and Ms. Stawski continue to draft the main line extension agreement and will provide it to the Board for review once completed.

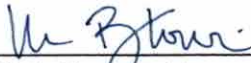
NEW BUSINESS

No new business discussed.

ADJOURNMENT

The meeting was adjourned at 6:54 p.m. upon motion by Director Juliano, seconded by Director Reichart and unanimously carried (4-0). The next regular board meeting will take place on July 25, 2023.

Respectfully submitted,
Nickie Holder
Recording Secretary



Kyle Brytowski,
Secretary, Kittredge Sanitation and Water District

11/19/24
Date
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