

**Minutes of Regular Meeting
Of the
Kittredge Sanitation and Water District
July 25, 2023**

ATTENDANCE:

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

Additional attendees: Dave Lighthart (District Manager - EMD), Jason Stawski (NSE Manager – EMD), and Nickie Holder (District Accountant – NMHolder Financial, Inc.).

The meeting was called to order at 6:38 p.m. A quorum was present.

REVIEW OF PAST MEETING MINUTES:

The Board reviewed copies of the June 27, 2023; regular meeting minutes prepared by Ms. Holder.

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

Secretary Brytowski signed the June 27, 2023, minutes as acting Secretary of the Board.

GUESTS:

No guests were in attendance.

TREASURER'S REPORT:

Ms. Holder reported to the Board on the July 2023 Treasurer's Report provided to the Board via email prior to the Board meeting.

The District's certificate of deposit held at Academy bank will be maturing on August 3rd. Ms. Holder provided the current rates to the Board prior to the meeting to review. Director Reichart made, and Director Juliano seconded a motion to approve cashing out the certificate of deposit and transferring the funds into the District's Colotrust bank account. Ms. Holder will ask Academy Bank to have the check ready for pick up for Director Juliano next week.

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

PLANT REPORT/EMD ADMINISTRATIVE REPORT:

Administration Report--

- Upon the retirement of Garry Jeffrey in February 2024, Kevin Rosemeyer will be promoted to the Water Department Manager position.
- District Management completed a review of water rates for possible restructuring. Options will be reviewed with the EMD Board and information will be relayed to the KSWD Board.
- Management held meetings with several billing software application providers.
- The Denver IGA was docusigned by Mayor Hancock and was received by EMD on July 7th.

- Dominique Devaney has been checking weekly on an update for the SAM registry, but nothing is showing on her online dashboard. Ms. Devaney will continue to check weekly.

Plant Report -

- No violations of discharge permit for June.
- Operations – Time was spent at the facility on process control tests, plant operations, equipment maintenance, cleaning 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.
- Maintenance – Staff replaced the Hycor helisieve brushes and shoes on the screening unit in the head works building.
- Engineering – No update this month.
- Collection System – The crew cleaned and flushed the 2” sewer force mains in the Sunset Ridge area on the north side of Highway 74, this month. In addition, some of the gravity mains have been jetted. The total footage cleaned was 9,300 feet.
- New Services & Environmental – Manager Stawski received a message from the owner of 3195 Piney Ridge Road about adding sewer service. The property is currently included in KSWD, however, there is no sewer main on Kerr Gulch Road. A meeting is scheduled to discuss the options for this property with the owner.
- The US Drought Monitor map as of July 11th shows all of Jefferson County is identified as “no drought”.
- The July Water Watch report is available.

LEGAL REPORT

No update this month.


NEW BUSINESS

No new business discussed.

ADJOURNMENT

The meeting was adjourned at 7:03 p.m. upon motion by Director Juliano, seconded by Director Goulding and unanimously carried (5-0). The next regular board meeting will take place on August 22, 2023.

Respectfully submitted,
Nickie Holder
Recording Secretary



Kyle Brytowski,
Secretary, Kittredge Sanitation and Water District

8/22/23
Date