

**Minutes of Regular Meeting
Of the
Kittredge Sanitation and Water District
September 26, 2023**

ATTENDANCE:

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

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

The meeting was called to order at 6:43 p.m. A quorum was present.

REVIEW OF PAST MEETING MINUTES:

The Board reviewed copies of the July 27, 2023; regular meeting minutes prepared by Ms. Holder. Additional changes were submitted by Manager Lighthart, Ms. Holder will send out the changes and the minutes for August 22, 2023, will be approved by the Board at the October board meeting.

GUESTS:

No guests were in attendance.

TREASURER'S REPORT:

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

The 2024 budget process is underway, Manager Lighthart and staff are working on the operations and maintenance figures. Ms. Holder will provide the information for property taxes and office expenses. Ms. Holder will email Managers Lighthart and Stawski by Friday, September 29, 2023, with an updated 2024 Budget draft in excel spreadsheet form.

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

Ms. Holder requested a bank transfer of \$45,000 for the month from savings to checking to cover the monthly invoices. Director Juliano made, and Director Goulding seconded a motion to approve the transfer of funds. The motion was carried unanimously (5-0).

PLANT REPORT/EMD ADMINISTRATIVE REPORT:

Administration Report--

- Manager Stawski reviewed the Administration report, a copy of which is on file with the District records.

Plant Report -

- Manager Stawski presented the Operations Report, a copy of which is on file with the District records.
- Management recommends moving forward with cyber security protection. The cost will be approximately \$200 per month. Director Juliano made, and Director Goulding seconded a motion to approve the monthly cost of cyber security protection.

- Management recommends that the KSWD board approve moving forward with the set of designs to be developed by JVA Engineers for the Standards and Construction Specifications for the Water and Wastewater Systems, KSWD's cost would be 8% of the total or approximately \$2,984. Director Reichart made, and Director Goulding seconded a motion to approve moving forward with the costs of the project.

LEGAL REPORT

No report from Ms. Marchant, she is out of town. Manager Stawski provided President Kellogg with a Inspection/Connection Application to sign.


NEW BUSINESS

No new business.

ADJOURNMENT

The meeting was adjourned at 7:45 p.m. upon motion by Director Goulding, seconded by Director Juliano and unanimously carried (5-0). The next regular board meeting will take place on October 24, 2023.

Respectfully submitted,
Nickie Holder
Recording Secretary



Kyle Brytowski,
Secretary, Kittredge Sanitation and Water District

11/19/24
Date
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