

**Minutes of Regular Meeting  
Of the  
Kittredge Sanitation and Water District  
January 23, 2024**

**ATTENDANCE:**

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

Additional attendees: Jason Stawski (District Manager – EMD), Anita Marchant (District Counsel – Foothills Legal Solutions, LLC), and Nickie Holder (District Accountant - NMHolder Financial, Inc.)

The meeting was called to order at 6:30 p.m. A quorum was present.

**REVIEW OF PAST MEETING MINUTES:**

The Board reviewed copies of the December 11, 2023; regular meeting minutes prepared by Ms. Marchant, updated by Ms. Holder.

Director Goulding made, and Director Juliano seconded a motion to approve the December 31, 2023, minutes as corrected. The motion was carried unanimously (5-0).

Secretary Brytowski signed the December 11, 2023, minutes as acting Secretary of the Board.

**GUESTS:**

No guests were in attendance.

**TREASURER'S REPORT:**

Ms. Holder provided the Board with the December 2023 Treasurer's Report via email prior to the Board meeting.

Ms. Holder recommended to the Board that a transfer of \$25,000 should be made from the district's savings account to the checking account to cover the current month's invoices. Director Juliano made, and Director Goulding seconded a motion to approve the transfer of \$25,000. Ms. Holder informed the Board that the checks for payment included a check to the IRS for \$963.60 for 2023 payroll taxes.

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

2024 Budget – The mill levy certification was filed with Jefferson County by January 10, 2024. The 2024 Budget packet will be filed accordingly with the Department of Local Government, 2024 budget is due to the State by January 31, 2024.

Ms. Holder provided the Board with the fee for the 2023 Audit Exemption, the fee will be \$1,200. The Board approved Chairman Kellogg to sign the engagement letter.

**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.
- The 4" electrical actuator RAS/WAS valve developed a non-repairable leak that needs to be replaced with a new style model. This is the same actuator valve that was giving the district an issue in August 2022. The valve was able to be repaired back in 2022 but has failed again. Management recommends replacing the valve with a new model with a not to exceed amount of \$6k that also includes wiring the unit and testing with the SCADA program. **Director Golding made, and Director Reichart seconded a motion to approve the purchase of the valve in the amount not to exceed \$6k. The motion carried unanimously (5 to 0).**
- The 2015 Vector truck needs the main debris tank re-lined. The estimated cost for the repairs is \$9,150, KSWD portion will be \$732. **Director Juliano made, and Director Goulding seconded a motion to approve the repair of \$732. The motion carried unanimously (5 to 0).**
- Chairman Kellogg reminded Manager Stawski that repairs under \$1,000 can be included in daily operation approval. Repairs of \$1,000 or more need Board approval.

**LEGAL REPORT**

The updated rules and regulations to update appendix B, the main line agreements, and appendix C – have been emailed to EMD to be placed on the KSWD website.

Ms. Marchant informed the Board that she will attend all meetings during the year with the exception if the 4<sup>th</sup> Tuesday conflicted with another district meeting. If district business needed, she will attend in person.

**NEW BUSINESS**

Retention policy – Ms. Marchant will send Manager Stawski a sample retention policy for his review.

**ADJOURNMENT**

The meeting was adjourned at 7:22 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 February 27, 2024, at 6:30 pm at the Kittredge Community Association (KCA) Building.

Respectfully submitted,

Nickiei Holder  
Recording Secretary



Kyle Brytowski,  
Secretary, Kittredge Sanitation and Water District

4/23/24

Date