

**Minutes of Regular Meeting
Of the
Kittredge Sanitation and Water District
October 22, 2024**

ATTENDANCE:

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

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

The meeting was called to order at 6:31 p.m. A quorum was present.

REVIEW OF PAST MEETING MINUTES:

The Board reviewed copies of the September 24, 2024; regular meeting minutes prepared by Ms. Holder

Director Goulding made, and Director Brytowski seconded a motion to approve the September 24, 2024, minutes as corrected. The motion was carried unanimously (5-0).

GUESTS:

No guests were in attendance.

TREASURER'S REPORT:

Ms. Holder provided the Board with the October 2024 Treasurer's Report via email prior to the Board meeting.

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

Director Juliano made, and Director Reichart seconded a motion to approve a transfer of \$25,000 from the District savings account to the checking account to pay monthly vendor bills.

2025 Budget Draft – Manager Stawski and staff met with Ms. Holder to prepare the draft of the 2025 budget. The draft was submitted to the Board by October 15, 2024, for review via email. Manager Stawski reviewed the 2025 budget draft with the board and discussed a possible consolidation with Evergreen Metro District. Director Kellogg made, and Director Goulding seconded a motion to approve District Management to move forward with investigation the necessary steps to be taken for a possible consolidation with Evergreen Metro District.

2024 Audit – The district will move forward with a full audit of their financial statements for 2024, rather than an audit exemption. The full audit will be needed for a possible consolidation.

EMD ADMINISTRATIVE REPORT/PLANT REPORT:

Administration Report—

- Manager Stawski reviewed the Administration report, a copy of which is on file with the District records.
- The Board approved a special meeting on Thursday, November 14, 2024 at 6pm to review Waterscope software at EMD offices.

Plant Report -

- Manager Stawski presented the Operations Report, a copy of which is on file with the District records.
- The crew cleaned and jetted the sewer mains in the Sunset Ridge neighborhood. Odor complaints are being received from the customers. The odors appear to be coming from the gravity main after the force main system runs and pushes air out of the system. Management recommends installing Syneco Odor Scrubbers in the affected area. The cost for seven manhole odor scrubber dishes and the odor absorbing media is \$1,890. Director Juliano made, and Director Goulding seconded a motion to approve the purchase of \$1,890 for the recommended odor scrubbers.

LEGAL REPORT

Board Meeting Minutes - Ms. Marchant has posted board meeting minutes to the district website per a current CORA request.

NEW BUSINESS

No new business.

ADJOURNMENT

The meeting was adjourned at 7:57 p.m. upon motion by Director Reichart, seconded by Director Goulding and unanimously carried (5-0). The next regular board meeting will take place on November 19, 2024, at 6:30 pm at the Kittredge Community Association (KCA) Building.

Respectfully submitted,
Nickie Holder
Recording Secretary



Kyle Brytowski,
Secretary, Kittredge Sanitation and Water District

11/19/24

Date