

**Minutes of Regular Meeting
Of the
Kittredge Sanitation and Water District
November 14, 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), Anita Marchant (District Counsel - Coaty Marchant Woods, PC) and Nickie Holder (District Accountant – NMHolder Financial, Inc.).

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

REVIEW OF PAST MEETING MINUTES:

The Board reviewed copies of the October 24, 2023; regular meeting minutes prepared by Ms. Holder.

Director Goulding made, and Director Brytowski seconded a motion to approve the October 24, 2023, minutes as corrected. The motion was carried unanimously (5-0).

Secretary Brytowski signed the October 24, 2023, minutes as acting Secretary of the Board.

GUESTS:

No guests were in attendance.

PUBLIC HEARING – RATES & FEES:

Public Hearing rates – At 6:33pm – Director Goulding made a motion to enter into a public hearing to discuss rates & fees, seconded by Director Reichart, the public hearing was open. The Board discussed the current rates and suggestions for updated rates. The NEW updated rates to be included in the 2024 budget are as follows, unless otherwise noted:

Residential, Commercial, Residential Sewer Only - \$58.30/month

Base Rate Commercial sewer only - \$66/month

Capital Improvement Fee - \$5/month

Pretreatment Surcharge (\$1.50 - \$3.50) – **remains the same as 2023**

Tap Fees - \$25,000 for single family, multi-unit dwelling and non-residential – **remains the same as 2023**

Abandon Septic Tap – 50% discount

ADU – 1/3 WW Tap Fee – **remains the same as 2023**

Inclusion Fee - \$5,000 plus legal deposit – **remains the same as 2023**

Inspection Fee - \$220

Connection Fees - \$218 – **remains the same as 2023**

Lien Filing – updated amount to be provided by legal

Lien Release – updated amount to be provided by legal

Lien Certification – updated amount to be provided by legal

Disconnection Fee – Director Reichart made, and Director Goulding seconded a motion to give a 50% discount on a disconnection for the KSWD system. The motion carried unanimously (5 to 0).

Director Goulding made, and Director Juliano seconded a motion to approve closing the public hearing on rates and fees at 6:44pm. The motion carried unanimously (5 to 0).

TREASURER'S REPORT:

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

Ms. Holder recommended to the Board that a transfer of \$15,000 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 Treasurer's Report. The motion was carried unanimously (5-0).

PLANT REPORT/EMD ADMINISTRATIVE REPORT:

Administration Report--

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

Plant Report -

- Managers Lighthart and Stawski presented the Operations Report, a copy of which is on file with the District records.

LEGAL REPORT

Ms. Marchant has an updated version of the Rules and Regulations – holding final version due to rate changes, final version, including new appendix B and C with a 50% cost off for septic – resolution will be available for December board meeting,

NEW BUSINESS

Meeting dates for 2024 to be finalized at the December meeting for approval in order for the dates to be posted prior to January 1, 2024.

ADJOURNMENT

The meeting was adjourned at 7:48 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 December 11, 2023, at 6:30 pm at the Conference Room at Evergreen Metropolitan District offices.

Respectfully submitted,
Nickie Holder
Recording Secretary



Kyle Brytowski,
Secretary, Kittredge Sanitation and Water District

12/11/23
Date