

**Minutes of Regular Meeting
Of the
Kittredge Sanitation and Water District
December 10, 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 6:30 p.m. A quorum was present.

REVIEW OF PAST MEETING MINUTES:

The Board reviewed copies of the November 19, 2024; regular meeting minutes.

Director Brytowski made, and Director Goulding seconded a motion to approve the November 19, 2024 minutes. The motion was carried unanimously (5-0).

GUESTS:

No guests were in attendance.

TREASURER’S REPORT:

Ms. Holder provided the Board with the December 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 Goulding seconded a motion to approve a transfer of \$15k from the District savings account to the checking account to pay monthly vendor bills.

2024 Audit – Ms. Holder has reached out to several auditors to perform the 2024 financial statement audit in 2025. Ms. Holder will update the Board at the January 2025 meeting.

EMD ADMINISTRATIVE REPORT/PLANT 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.

LEGAL REPORT

Year-end Resolutions – Ms. Marchant prepared the following resolutions to be passed by the Board:

Resolution #12/24-4 – Resolution for the 2025 Election and to appoint Ms. Marchant as the DEO. Director Goulding made, and Director Juliano seconded a motion to approve Resolution #12/24-4. The motion was carried unanimously (5-0).

Resolution #12/24-5 – Resolution for the 2025 Meeting dates and location. Director Goulding made, and Director Juliano seconded a motion to approve Resolution #12/24-5. The motion was carried unanimously (5-0).

EMD Consolidation – Ms. Marchant continues to work on a timeline for the possible consolidation, including a cost estimate.

NEW BUSINESS

2025 Rates and Fees – The board discussed the rates and fees included in the 2025 draft budget, no changes made to the final draft.

2025 Budget Public Hearing – The public hearing for the 2025 budget was opened up at 6:55 p.m. No public was in attendance, the hearing was closed at 6:56 p.m.


2025 Budget Resolution Approval – Director Juliano made, Director Goulding seconded a motion to approve the 2025 Budget Resolutions, as listed below. The motion was carried unanimously (5-0).

- Resolution #12/24-1 – Resolution to Adopt Budget
- Resolution #12/24-2 – Resolution to Set Mill Levies
- Resolution #12/24-3 - Resolution to Appropriate Sums of Money

ADJOURNMENT

The meeting was adjourned at 7:18 p.m. upon motion by Director Juliano, seconded by Director Brytowski and unanimously carried (5-0). The next regular board meeting will take place on January 28, 2025, at 6:30 pm at the Kittredge Community Association building.

Respectfully submitted,
Nickie Holder
Recording Secretary



Kyle Brytowski,
Secretary, Kittredge Sanitation and Water District

1/28/25
Date