

**Minutes of Regular Meeting
Of the
Kittredge Sanitation and Water District
December 11, 2023**

ATTENDANCE:

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

Additional attendees: Dave Lighthart (District Manager - EMD), Jason Stawski (AGM – EMD), Anita Marchant (District Counsel/Acting Recording Secretary for December meeting - Coaty Marchant Woods, PC), and Dominique Devaney (EMD).

Excused Absence: Nickie Holder (District Accountant – NMHolder Financial, Inc.).

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

Mr. Stawski, Ms. Devaney, and Mr. Lighthart updated the budget numbers so the Board has a complete budget to discuss at the budget hearing.

REVIEW OF PAST MEETING MINUTES:

The Board reviewed copies of the November 14, 2023; regular meeting minutes prepared by Ms. Holder.

Director Goulding made, and Director Reichart seconded a motion to approve the November 14, 2023, minutes as corrected. The motion was carried unanimously (5-0).

Secretary Brytowski signed the November 14, 2023, minutes as acting Secretary of the Board.

GUESTS:

No guests were in attendance.

PUBLIC HEARING – BUDGET:

Public Hearing budget – At 7:00 pm – Director Kellogg opened the public hearing public hearing to discuss the 2024 budget, seconded by Director Brytowski, and the public hearing was opened. No members of the public were in attendance.

The Board discussed the budget and possible changes.

Ms. Devaney reported that no comments from the public were received by EMD after the public notice went out re the budget hearing. Mr. Stawski reported to the Board on the final changes to the budget, that one new tap fee was recently paid. There is one other tap being considered by an interested party/owner which may or may not happen in 2024. The new \$5 per month/per customer Capital Fee was added to income in the budget. The Board discussed the budget and made changes.

Ms. Marchant reviewed the drafted budget resolutions and explained to the Board that the property tax revenue cannot be determined until the final assessed valuation is received from Jefferson County. Receipt of these values may not be until January 3, 2024. The Board will have until January 10, 2024 to adopt and certify their mill levy with Jefferson County. It is

recommended by Ms. Marchant that the Board approve the 2024 budget and resolutions as drafted subject to making final changes by January 10, 2024.

Director Reichart made, and Director Kellogg seconded a motion to approve closing the public hearing on rates and fees at 7:33 pm. The motion carried unanimously (5 to 0).

Director Brytowski made, and Director Kellogg seconded a motion to approve the 2024 Budget and Resolutions listed below in order to meet the January 10, 2024 budget approval deadline, which is prior to the Board's January 23, 2024 meeting. The motion carried unanimously (5 to 0).

Resolution #12/23-1—Resolution to Adopt Budget
Resolution #12/23-2—Resolution to Set Mill Levies
Resolution #12/23-3—Resolution to Appropriate Sums of Money

TREASURER'S REPORT:

The Board reviewed Ms. Holder's written financial report and documents for the November 2023 Treasurer's Report provided to the Board 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).

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 provided draft copies of resolutions to change rates (Appendix C) and to amend the Rules and Regulations to change the main line extension policy.

Director Brytowski made, and Director Reichart seconded a motion to approve Resolution #12/23-4: Main Line Extension Policy, including amendments to the R&R's and Appendix B-1 and B-2.

Director Goulding made, and Director Juliano seconded a motion to approve Resolution #12/23-5: Amendments to Appendix C – Rate Changes.

NEW BUSINESS

2024 Meeting Dates/Times/Place—The Board previously discussed the meeting dates for 2024, a list of dates is attached and will be posted on the District's website and included in the District's annual transparency notice. Director Juliano made, and Director Goulding seconded a motion to approve the 2024 meeting dates, place (KCA Building, unless otherwise noted) and time (6:30

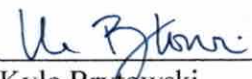
pm, unless otherwise posted) for the calendar year 2024. Posting locations are at the KCA building, EMD building and on the website.

Director Lighthart told the board this was his last meeting and it has been an honor to serve the Board and District and residents. He said that KSWD has a challenging situation with an activated sludge plant and a small constituency but that the Board has done well dealing with the circumstances of the District. Mr. Lighthart assured the Board Mr. Stawski will do a great job for the District. The Board thanked Mr. Lighthart for his service, wished him well in retirement and gave Mr. Lighthart a standing ovation.

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 January 23, 2023, at 6:30 pm at the KCA Building.

Respectfully submitted,
Nickie Holder
Recording Secretary



Kyle Brytowski,
Secretary, Kittredge Sanitation and Water District

11/19/24
Date
Nunc Pro Tunc

**Kittredge Sanitation and Water District
2024 Meeting Dates**

January 23, 2024
February 27, 2024
March 26, 2024
April 23, 2024
May 28, 2024
June 25, 2024

July 23, 2024
August 27, 2024
September 24, 2024
October 22, 2024
November 19, 2024
December 10, 2024