

**Minutes of Regular Meeting
Of the
Kittredge Sanitation and Water District
June 25, 2024**

ATTENDANCE:

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

Additional attendees: Jason Stawski (District Manager – EMD), 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 May 28, 2024; regular meeting minutes prepared by Ms. Holder

Director Goulding made, and Director Reichart seconded a motion to approve the May 28, 2024, minutes as corrected. The motion was carried unanimously (5-0).

Secretary Brytowski signed the May 28, 2024, minutes as acting Secretary of the Board.

GUESTS:

No guests were in attendance.

TREASURER'S REPORT:

Ms. Holder provided the Board with the June 2024 Treasurer's Report 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.

Manager Stawski recommended that the Board open a separate bank account to track the funds that are received from the Capital fee. Director Juliano made, and Director Brytowski seconded a motion to open up a separate account for Capital fee funds. Ms. Holder will investigate opening the account with client service representative at Colotrust.

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

Ms. Holder and Manager Stawski will review to ensure that the coding is correct going forward against the 2024 budgeted amounts.

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

No additional updates.


NEW BUSINESS

No new business.

ADJOURNMENT

The meeting was adjourned at 7:08 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 July 23, 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
Nunc Pro Tunc