

**Minutes of Regular Meeting
Of the
Kittredge Sanitation and Water District
September 24, 2024**

ATTENDANCE:

Board Members: 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 6:33 p.m. A quorum was present. Director Juliano made, and Director Reichart seconded a motion to approve the absence of Director Kellogg. The motion was carried unanimously (4-0).

REVIEW OF PAST MEETING MINUTES:

The Board reviewed copies of the August 27, 2024; regular meeting minutes prepared by Ms. Holder

Director Juliano made, and Director Brytowski seconded a motion to approve the August 27, 2024, minutes as corrected. The motion was carried unanimously (4-0).

GUESTS:

No guests were in attendance.

TREASURER'S REPORT:

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

Director Reichart made, and Director Juliano seconded a motion to approve the Treasurer's Report. The motion was carried unanimously (4-0).

EMD Fraud Alert – Manager Stawski informed the Board of fraudulent checks that had been attempted on EMD's checking account over the past week. EMD is working with Evergreen National Bank to ensure the account is secure. Manager Stawski recommends that KSWD keeps a closer watch on the district's checking account for any suspicious activity and report anything immediately to the bank.

2025 Budget Draft – Manager Stawski and Ms. Holder will meet on Wednesday, October 2, 2024, at 1pm to complete the 2025 Budget draft. The draft budget will be provided to the Board by October 15th. At the October board meeting a budget committee will be selected and will then meet prior to the November board 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

No legal report. Updated rules and regs are now on the website.

NEW BUSINESS

No new business.

ADJOURNMENT

The meeting was adjourned at 7:20 p.m. upon motion by Director Reichart, seconded by Director Brytowski and unanimously carried (4-0). The next regular board meeting will take place on October 22, 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

10/22/24
Date