

**Minutes of Regular Meeting
Of the
Kittredge Sanitation and Water District
January 28, 2025**

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), Nickie Holder (District Accountant - NMHolder Financial, Inc.) and Molly Adams (KSWD resident)

The meeting was called to order at 6:33 p.m. A quorum was present.

REVIEW OF PAST MEETING MINUTES:

The Board reviewed copies of the December 10, 2024; regular meeting minutes.

Director Reichart made, and Director Juliano seconded a motion to approve the December 10, 2024 minutes. The motion was carried unanimously (5-0).

GUESTS:

Ms. Adams introduced herself to the meeting attendees and the KSWD Board and contractors also gave an introduction. Ms. Adams works in the water industry and attended to get a better understanding of what is currently going on with the district.

TREASURER’S REPORT:

Ms. Holder provided the Board with the January 2025 Treasurer’s Report via email prior to the Board meeting.

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

Director Goulding made, and Director Reichart seconded a motion to approve a transfer of \$40,000 from the District savings account to the checking account to pay monthly vendor bills.

2024 Audit – Ms. Holder continues to search for an audit firm to perform the 2024 audit. She has coordinated with Manager Stawski and will follow up with the additional suggestions for CPAs made by Mr. Paul Cockrel (EMD attorney).

EMD ADMINISTRATIVE REPORT/PLANT REPORT:

Administration Report—

- Manager Stawski reviewed the Administration report, a copy of which is on file with the District records.
- Manager Stawski, Ms. Marchant, President Kellogg and several members of the EMD board met on Friday, January 24, 2025, to discuss a possible consolidation with KSWD and EMD. KSWD board had previously agreed to move forward with the consolidation. Ms. Marchant will work with Mr. Cockrel to coordinate the necessary pre-consolidation agreement. Updates on the consolidation process will be provided to the KSWD board members as they are available via email.

Plant Report -

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

LEGAL REPORT

2025 Board Election – There will be a May 2025 election for three board seats, unless more than three self-nomination forms are submitted by February 28, 2025 by 5:00 pm, or a write-in affidavit or affidavit(s) are received by March 3, 2025 by 5:00 p.m., which results in more than 3 candidates for the three seats, the election can be cancelled. Pursuant to state statute, the Call for Nominations will be published in the Canyon Courier on January 30, 2025. It has also been posted on the KSWD website, and will be physically posted at the KCA building, the Kittredge Post Office, the EMD offices, and one other place within the District.

NEW BUSINESS

No new business.

ADJOURNMENT

The meeting was adjourned at 7:35 p.m. upon motion by Director Goulding, seconded by Director Reichart and unanimously carried (5-0). The next regular board meeting will take place on February 25, 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

2/25/25

Date