Minutes of Regular Meeting
Of the
Kittredge Sanitation and Water District
June 24, 2025

ATTENDANCE:

Board Members: Robert Kellogg, Ken Juliano, 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.) – via telephone

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 May 27, 2025; regular meeting minutes.

Director Goulding made, and Director Reichert seconded a motion to approve the May 27, 2025 minutes. The motion was carried unanimously (4-0).

GUESTS:

No commenst from guests.

TREASURER'S REPORT:

Ms. Holder provided the Board with the June 2025 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 (4-0).

Ms. Holder updated the Board on the status of the 2024 Audit. The auditor is still working on the audit and Ms. Holder will continue to follow up with her until the 2024 audit is complete.

EMD ADMINISTRATIVE REPORT/PLANT REPORT:

Administration Report—
- Manager Stawski reviewed the Administration report, a copy of which is on file with the District records.
  - o EMD received a CORA request for purchase orders from a marketing firm. These happen frequently as the marketing firm sells this information to companies that sell chemicals. Ms. Holder will research and provide the requested documents when she returns from out of town.
  - o There was a calculation error in the formula EMD has been using in their spreadsheets for equipment charges to West Jess and KSWD. This was a carry-over after the 2024 change in how equipment is billed to West Jeff and KSWD (the new method, since 2024 is to use the FEMA rate). As a result, KSWD has not been billed correctly for equipment since February 2025 and now owes EMD and additional $2,541.63 for equipment, which should have been included in this month's bill from to KSWD.

Plant Report -

- Manager Stawski presented the Operations Report, a copy of which is on file with the District records. Mr. Stawski made a request for the Board to approve $2,013.00 for purchase of spare VFD for the pumps. Director Juliano moved, and Director Reichert seconded a motion to approve the purchase. The motion was carried unanimously (4-0).

LEGAL REPORT

Ms. Marchant presented the legal report.

Board Vacancy – The Board can appoint a willing person. Requirements are ownership of property in the District and currently registered to vote anywhere in Colorado. Ms. Marchant reminded the Board that an appointed new Board member will not be able to participate at meetings or vote until after their Oath is filed with DOLA and the District Court.

KSWD/EMD Consolidation – During the audit discussion, Ms. Holder, Ms. Marchant, and Mr. Stawski discussed with the Board the possibility of providing a draft audit to counsel for EMD to continue moving the consolidation process forward, rather than waiting for the completed audit. Also discussed were the timing of an election and other considerations regarding consolidation. The Board discussed that a delay to 2026 is not a problem and is likely more respectful to EMD and the District's customers. There is no rush for the election and the Board prefers to wait for counsel for EMD and its Board to get the completed audit and negotiate the pre-consolidation agreement without being rushed. The Board decided to wait to provide the completed audit to EMD when it is available.

NEW BUSINESS

None.

ADJOURNMENT

The meeting was adjourned at 7:00 p.m. upon motion by Director Goulding seconded by Director Reichart and unanimously carried (4-0). The next regular board meeting will take place on July 22, 2025, at 6:30 pm at the Kittredge Community Association building.

Respectfully submitted,
Nickie Holder
Recording Secretary

Janet Reichart,
Secretary, Kittredge Sanitation and Water District

Jul 22, 2025
Date