

**Minutes of Regular Meeting  
Of the  
Kittredge Sanitation and Water District  
February 25, 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), and Nickie Holder (District Accountant - NMHolder Financial, Inc.)

The meeting was called to order at 6:40 p.m. A quorum was present.

**REVIEW OF PAST MEETING MINUTES:**

The Board reviewed copies of the January 28, 2025; regular meeting minutes.

Director Goulding made, and Director Reichart seconded a motion to approve the January 28, 2025 minutes. The motion was carried unanimously (5-0).

**GUESTS:**

**TREASURER'S REPORT:**

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

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

Director Reichart made, and Director Juliano seconded a motion to approve a transfer of \$25,000 from the District savings account to the checking account to pay monthly vendor bills.

2024 Audit – Logan Thomas Johnson LLC, submitted a proposed fee for the 2024 financial statement audit for \$7,725. Director Juliano made, and Director Reichart seconded a motion to approve the audit service of LTJ LLC. The motion was carried unanimously (5-0).

**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.
- Director Juliano made, and Director Reichart seconded a motion to pay \$1,987 for the electrical work at the headworks building, as recommended by Evergreen Metro. The motion was carried unanimously (5-0).

## **LEGAL REPORT**

2025 Board Election – Three self-nomination forms have been received as of the board meeting. If no other self-nomination forms are received by February 28<sup>th</sup> and no write in affidavits are received by March 3<sup>rd</sup>, the election can be cancelled.

KSWD/EMD Consolidation – Ms. Marchant prepared a consolidation agreement draft and sent out to the board for review. Revisions were received by Manager Stawski and the Board. Ms. Marchant will make the requested changes and then forward the agreement to EMD's attorney.

## **NEW BUSINESS**

No new business.

## **ADJOURNMENT**

The meeting was adjourned at 7:30 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 March 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



Date