

**Minutes of Regular Meeting
Of the
Kittredge Sanitation and Water District
March 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), Nickie Holder (District Accountant - NMHolder Financial, Inc.), Matt Eckert (KSWD Resident) and Molly Adams (KSWD Resident)

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 February 25, 2025; regular meeting minutes.

Director Goulding made, and Director Reichart seconded a motion to approve the February 25, 2025 minutes. The motion was carried unanimously (5-0).

GUESTS:

Pursuant to section 4.10.1 of the District's Rules and Regulations, the Board is able to grant a variance to section 6.1.2, and any other applicable sections, of the Rules and Regulations. Director Goulding made a motion to authorize a variance from the strict application of its Rules and Regulations on such terms as described by Mr. Eckert and Mr. Stawski of EMD, who participated in obtaining engineering and other requirements from Mr. Eckert to allow (1) abandonment of the Eckert septic system (including filling it with concrete), (2) a shared service line under the terms and conditions provided by Mr. Stawski, and (3) a reduction to one-half (1/2) of the regular wastewater tap fee. The Board having found that such relief may be granted without detriment to the public good, without substantially impairing the intent and purpose of the Rules and Regulations, and upon the affirmative vote of at least three members of the Board of Directors. The Motion was seconded by Brytowski and the Board, consisting of all five (5) members, voted to approve the variance under the described terms and conditions.

TREASURER'S REPORT:

Ms. Holder provided the Board with the March 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 (5-0).

2024 Audit – Ms. Holder will prepare the audit workpapers and draft to be sent to the auditor. Information needed for bank confirmations will be sent to the auditor, Director Juliano will be notified of his bank approval via email. Ms. Holder will update the board as the audit progresses.

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

2025 Board Election – The May 6th election was cancelled. The cancellation was filed with the State, Jeffco Clerk and Recorder and posted at the post office and KCA building as well as published in the Canyon Courier. The oaths of Office will be given after the May 6th election date, prior to the May 27th board meeting.

KSWD/EMD Consolidation – Ms. Marchant will make changes to the draft resolution as suggested by the Board and forward it Mr. Paul Cockrel for review and approval by the EMD Board of Directors. The Board discussed the next steps in the consolidation process.

President Kellogg brought up the possibility of making a one-time donation to the KCA Building Fund if KSWD consolidates with EMD. President Kellogg with discuss the KSWD Board's discussion with the KCA President. No action was taken.

Resolution #3/2025-1 – The Board approved the final version of Appendix C of the District's Rules and Regulations, Director Reichart made, and Director Goulding made the motion to approve Resolution #3/2025-1. The motion was carried unanimously (5-0). President Kellogg signed the resolution.


NEW BUSINESS

No new business.

ADJOURNMENT

The meeting was adjourned at 7:24 p.m. upon motion by Director Juliano, seconded by Director Goulding and unanimously carried (5-0). The next regular board meeting will take place on April 22, 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

4/22/25
Date