

KREMMLING SANITATION DISTRICT RECORD OF PROCEEDINGS

Regular Meeting Minutes

February 9, 2026

A regular meeting of the Board of Directors (Board) of the Kremmling Sanitation District (District) was held on February 9, 2026, at 6:00 PM at the Kremmling Town Hall, 200 Eagle Avenue, Kremmling, Colorado, online using Google Meet. Links and call-in information were provided.

ATTENDANCE

Directors Present

Noble Underbrink, President
Dave Sammons, Vice President
Alan Hassler, Secretary/Treasurer
Stuart Heller, Assistant Secretary
Rory Menhennett, Assistant Secretary

Staff

Jack Seward, District Manager
Rich Rosene, Project Manager
Scott Weber, Superintendent
Thom Yoder, Operator in Responsible Charge
Trista Petefish, Utility Billing Clerk

1. CALL TO ORDER

After notice was duly given and posted in accordance with Colorado law, the meeting was called to order by Mr. Underbrink at 5:57 PM.

2. PUBLIC COMMENT

None.

3. APPROVAL OF MINUTES

Mr. Seward presented the minutes of the January 12, 2026, regular meeting.

Mr. Sammons made a motion to approve the minutes with the typos corrected. Mr. Menhennett seconded the motion, which unanimously carried.

Mr. Seward presented the minutes of the January 26, 2026, special meeting.

Mr. Hassler made a motion to approve the minutes as presented. Mr. Heller seconded the motion, which unanimously carried.

4. APPROVAL OF EXPENDITURES

a. Mr. Seward presented the expenditure report dated January 13, 2026 – February 9, 2026.

Mr. Hassler made a motion to (i) approve the expenditure report dated January 13, 2026 – February 9, 2026, in the amount of thirty thousand seventy-five dollars and forty-two cents (\$30,075.42) and (ii) authorize the payment of all accounts, including current payables, in conformance with budgetary appropriations. Mr. Heller seconded the motion, which unanimously carried.

b. Mr. Seward presented the budget to actual report for December 31, 2025. Mr. Seward noted multiple items that should be in the 2025 period instead of 2026. The errors will be corrected with Town staff.

5. OPERATOR'S REPORT

Mr. Weber and Mr. Yoder presented the operator's report. Mr. Weber reported that the compliance results are within normal compliance standards. Mr. Weber has started to calculate the base cost for the irrigation water reuse system.

6. ENGINEER'S REPORT

Mr. Seward and Mr. Weber presented the engineer's report from Element Engineering.

a. Mr. Seward reported on the CDOT lift station and sewer main line. The Board engaged in discussion regarding the CDOT lift station and main line ownership.

b. Mr. Seward reported that the reuse documents for Ceriani Park have been completed and have been submitted to CDPHE.

- c. Mr. Seward presented the Resolution 2026-02-01, a Resolution Adopting Development Standards with the changes discussed in January. The Board reviewed the changes made. Mr. Heller made a motion to adopt Resolution 2026-02-01, a Resolution Adopting Development Standards. Mr. Sammons seconded the motion, which unanimously carried.

7. MANAGER'S REPORT

Mr. Seward presented the manager's report.

- a. Mr. Seward presented the three proposals for legal counsel. The Board discussed the three proposals and the interviews they conducted during last month's special meeting. Mr. Sammons abstained from the discussion since he was unable to attend the special meeting. Mr. Hassler made a motion to appoint Joe Norris of Cockrel Ela Glesne Greher & Ruhland, PC as the District's general and water counsel. Mr. Heller seconded the motion, which unanimously carried.
- b. Mr. Seward presented the updated organizational chart to the Board.
- c. Mr. Seward presented the McMahan and Associates engagement letter. Mr. Sammons made a motion to approve the engagement letter with McMahan and Associates for the 2025 Audit. Mr. Menhennett seconded the motion, which unanimously carried.
- d. Mr. Seward presented Resolution 2026-02-02, a Resolution Adopting Policy. The Board requested to table Resolution 2026-02-02 until staff can engage with new legal counsel.
- e. Mr. Seward presented Resolution 2026-02-03, a Resolution to adopt Employee Handbook. The Board discussed the changes compared to the current handbook. Mr. Seward will discuss the changes with the insurance company and make adjustments as requested.
- f. Mr. Seward reported on compliance matters.
 - i. Mr. Seward reported on the Hill Holdings dispute. The Board discussed how to price the new tap fees and the possibility of a payment plan. Mr. Seward will present options to the Board at next month's meeting.
 - ii. Mr. Seward reported on the Muddy Creek Cabins. The Town is updating its utility billing for water to 31 units. The Board discussed the need to correct their sewer billing and evaluate tap information. Mr. Seward will present options to the Board at next month's

meeting.

8. EXECUTIVE SESSION

Mr. Hassler made a motion to enter into executive session pursuant to CRS 24-6-402(4)(a), for discussion of ownership of sewer lines, a matter that involves the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest. Mr. Sammons seconded the motion, which unanimously carried.

The Board entered into executive session at 8:07 PM and exited executive session at 8:26 PM.

9. ACTION AS A RESULT OF EXECUTIVE SESSION

Mr. Hassler made a motion to direct staff to seek bills of sale for the sewer main line within the alley of Park Avenue and Central Avenue, east of 17th Street. Mr. Sammons seconded the motion, which unanimously carried.

10. ADJOURNMENT

There being no further business to come before the Board, Mr. Sammons made a motion to adjourn the meeting. Mr. Hassler seconded the motion, which unanimously carried. The Board adjourned at 8:28 PM

The foregoing represents a true and accurate representation of the proceedings of the Board's regular meeting held on February 9, 2026



Jack Seward
Recording Secretary