

KREMMLING SANITATION DISTRICT RECORD OF PROCEEDINGS

Regular Meeting Minutes

September 14, 2026

A regular meeting of the Board of Directors (Board) of the Kremmling Sanitation District (District) was held on September 14, 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
Stuart Heller, Assistant Secretary

Staff

Jack Seward, District Manager
Rich Rosene, Project Manager
Scott Weber, Superintendent
Trista Petefish, Utility Billing Clerk

Public

Mike Whalen, Colorado Retirement Association

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 6:00 PM.

2. PUBLIC COMMENT

None.

3. APPROVAL OF MINUTES

Mr. Seward presented the minutes of the August 10, 2026, regular meeting.

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

4. APPROVAL OF EXPENDITURES

- a. Mr. Seward presented the expenditure report dated August 11, 2026 – September 10, 2026.

Mr. Hassler made a motion to (i) approve the expenditure report dated August 11, 2026 – September 10, 2026, in the amount of two hundred eighty thousand nine hundred ten dollars and sixteen cents (\$280,910.16) and (ii) authorize the payment of all accounts, including current payables, in conformance with budgetary appropriations. Mr. Heller seconded the motion, which unanimously carried.

Mr. Seward presented the Element Engineering invoice that was not included in the expenditure report. Mr. Hassler made a motion to approve payment of the Element Engineering invoice in the amount of two thousand two hundred ninety-five dollars and zero cents (\$2,295.00). Mr. Sammons seconded the motion, which unanimously carried.

- b. Mr. Whalen of the Colorado Retirement Association (CRA) presented CRA as an Employee Retirement Benefit. The Board discussed the costs and savings, the different plans, and accounting benefits.

Mr. Hassler made a motion to adopt Resolution 2026-09-01, a resolution joining the Colorado Retirement Association. Mr. Menhennett seconded the motion which unanimously carried.

- c. Mr. Sewerd presented the budget-to-actuals for July 31, 2026. Mr. Hassler noted that revenue is lower than expected. Mr. Seward assured that there is no need to make a budget adjustment yet. Mr. Seward reported that staff is working on certifying delinquent notices with the County.

5. OPERATOR'S REPORT

Mr. Weber presented the operator's report. Mr. Weber updated the Board that the septic receiving station is going well and is expected to shut down for the winter on October 1 or 15. Mr. Weber informed the Board that he started mainline jetting and cleaning on August 28, 2026; it is about 25% done and will continue. Mr. Weber updated that the pond liner issue is being reviewed by engineering. Mr. Weber updated that Mr. Probst passed both the small systems water test and the small systems wastewater collection test. August compliance results were within normal standards; Mr. Weber balanced out July's pH violation. Mr. Weber reported the reclaim water is in good standing and will bill the Town for their usage at the end of their watering season.

6. ENGINEER'S REPORT

- a. Mr. Seward provided a final update on the Collection System Improvements project, noting that the final work notice has been

published, the final payment has been paid, and the project has been completed.

- b. Mr. Seward updated that the discharge permit has been renewed.
- c. Mr. Seward updated that the Library has finalized their design of the service line for the new building, and once a final plan is set and reviewed by staff Mr. Seward will issue approval.
- d. Mr. Rosene informed the Board that the reimbursement request was approved and was paid on September 13, 2026. The final payment reimbursement request will be sent out at a later date.

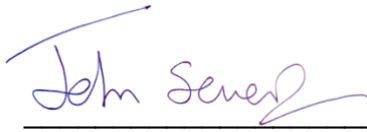
7. MANAGER'S REPORT

- a. Mr. Seward presented the Board with the letter received from FCAP Muddy Creek and their lawyer, Brownlee & Associates. The Board and staff discussed speaking to counsel before proceeding further.
- b. Mr. Seward reported that he has scheduled the public hearing for the Kremmling Sunrise Inclusion for the October meeting. The Board discussed the proposed parcel plan and the phases the developer is planning for the development.
- c. Mr. Seward presented the need for an alley in the K-Town North development. The Board and staff discussed why it is needed, why the Town does not want to maintain a new alley, and other options for the parcel for sewer service.
- d. Mr. Seward informed the Board of upcoming budget work for 2027 and discussed with the Board the priorities for the 2027 budget. Discussion included increasing rates and tap fees, a five year capital improvement plan, repair schedule, change of accounting software, the need for back up power, possible design of an office at the treatment plant, and 200 Eagle Ave building.
- e. Mr. Seward informed the Board that per the IGA with the Town there will be a performance review with the Town Manager. The Board discussed what they would like to review including accounting issues, accounting software, amending the IGA to include an agreement over reclaim water usage, and to discuss 200 Eagle Ave.

8. ADJOURNMENT

There being no further business to come before the Board, Mr. Underbrink adjourned the meeting at 7:54 PM.

The foregoing represents a true and accurate representation of the proceedings of the Board's regular meeting held on September 14, 2026

A handwritten signature in blue ink, appearing to read "John Seward", with a long horizontal line extending to the right.

Jack Seward
Recording Secretary