

KREMMLING SANITATION DISTRICT

200 Eagle Avenue
PO Box 538
Kremmling, CO 80459

(970) 724-3249
<https://www.kremmlingsd.org>

REGULAR BOARD MEETING

AGENDA

June 8, 2026

6:00 PM

Google Meet joining info:

Video call link: <https://meet.google.com/spv-mmmv-jtb>

Or dial: (US) +1 252-371-1068 PIN: 228 910 551#

1. CALL TO ORDER
2. PUBLIC COMMENT (Comments limited to 5 minutes per person)
Comments will be received on non-agenda items at this time. No board action will be taken on issues raised during public comment. Please state your name for the record when called upon.
3. APPROVAL OF PREVIOUS MEETING MINUTES
Approval of minutes from the May 11, 2026, regular meeting
4. FINANCE
 - a. Approval of the May 12, 2026 – June 7, 2026, expenditure report
 - b. Discuss the Budget to Actuals Report for the period ending April 30, 2026
5. OPERATOR'S REPORT
 - a. Report on Compliance Labs and Plant Activity
 - b. Discuss Draft Septic Receiving Station Rules
6. ENGINEER'S REPORT
 - a. Report on Development Activity
 - b. Report on Collection System Improvement Project
 - c. Approve Change Order for Contractors' Extension of Time
7. MANAGER'S REPORTS
 - a. Update on Reuse Water Negotiations with the Town
 - b. Discuss Draft Policy on Investments
 - c. Discuss Conduct of Meetings and Parliamentary Procedure
 - d. Discuss scheduling of show cause hearing
8. ADJOURNMENT

KREMMLING SANITATION DISTRICT RECORD OF PROCEEDINGS

Regular Meeting Minutes

May 11, 2026

A regular meeting of the Board of Directors (Board) of the Kremmling Sanitation District (District) was held on May 11, 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
Scott Weber, Superintendent
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 6:03 PM.

2. PUBLIC COMMENT

None.

3. APPROVAL OF MINUTES

Mr. Seward presented the minutes of the April 13, 2026, regular meeting.

Mr. Sammons made a motion to approve the minutes with the error noted by Mr. Hassler in the expenditure report. Mr. Menhennett seconded the motion, which unanimously carried.

4. APPROVAL OF EXPENDITURES

- a. Mr. Seward presented the expenditure report dated April 14, 2026 – May 11, 2026.

Mr. Hassler made a motion to (i) approve the expenditure report dated April 14, 2026 – May 11, 2026, in the amount of one hundred ninety-three thousand three hundred forty-seven dollars and two cents (\$193,347.02) 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 actuals report for March 31, 2026. The Board discussed the report.

5. OPERATOR'S REPORT

Mr. Weber presented the operator's report. Mr. Weber reported that two operators will begin work at the end of May. Mr. Weber reported that the compliance results are within normal compliance standards. Mr. Weber informed the Board that the reuse water will be activated the week of June 11. Mr. Weber discussed tentatively opening the septic receiving station at the beginning of June and adopting some rules. The Board will hold a special meeting in June to fix rates and fees and adopt the rules and regulations for the septic receiving station. Mr. Weber reported that the District has been approved by the Town of Hot Sulphur Springs to process wastewater while their plant is closed for maintenance.

6. ENGINEER'S REPORT

- a. Mr. Seward provided an update on development activities, reporting that the County will not issue building permits or certificates of occupancy until after approval of the District. Mr. Seward advised that the Kremmling Sunrise development has agreed to complete the required flow.
- b. Mr. Seward provided an update on the collection system project, advising that additional change orders will force a reduction of additional work that can be done with surplus funds. But the project remains on budget.

7. MANAGER'S REPORT

- a. Mr. Seward presented Resolution 2026-05-01, a resolution amending Article 3, Section 3.5 of the Rules and Regulations regarding inclusions. Mr. Seward presented the additions and changes.

Mr. Hassler made a motion to adopt Resolution 2026-05-01, a resolution

amending Article 3, Section 3.5 of the Rules and Regulations regarding inclusions. Mr. Heller seconded the motion, which unanimously carried.

- b. Mr. Seward and Mr. Heller presented Resolution 2026-05-02, a resolution declaring an emergency and imposing restrictions on the issuance of connection permits and providing penalties for violation. Mr. Heller expressed concern about the active drought situation in Colorado and conserving water for existing users. The Board tabled this resolution until there is further development with the Town.
- c. Mr. Seward informed the Board of issues with the BMO Bank credit cards that the District currently uses. Mr. Seward presented two options for separate new credit cards.

Mr. Hassler made a motion to authorize the District's Manager to make an application to Alpine Bank for an Alpine Bank business purchasing one credit card and sign all necessary documents for obtaining said credit card. Mr. Sammons seconded the motion, which unanimously carried.

- d. Mr. Seward provided an update on reuse water negotiations. There will be a meeting with the Town of Kremmling (Town) and the School District to continue negotiations and a draft IGA is in process. Mr. Weber informed the Board that there is not very much reuse water available for use since the District is facing the same drought conditions as the Town and will continue to monitor what is available.
- e. Mr. Seward presented the draft policy on investments. Discussion included maximizing the interest rate on District deposits COLO and maintaining low-risk investing. The Board will have further conversation in June.

8. EXECUTIVE SESSION

Mr. Hassler made a motion to enter into executive session Pursuant to CRS 24-6-402(4)(e), for the purpose of discussing negotiations with FCAP Muddy Creek, LLC, regarding sewer billing. Mr. Sammons seconded the motion, which unanimously carried.

The Board entered into executive session at 7:34 PM and exited executive session at 7:58 PM.

9. ACTION AS A RESULT OF EXECUTIVE SESSION

Mr. Menhennett made a motion to direct staff to order FCAP Muddy Creek, LLC to appear before the Board and show cause why FCAP Muddy Creek, LLC's property should not be reclassified for billing purposes, and their existing sewer connection permits revoked and reissued consistent with the reclassification. The

Board will hold a hearing on the order at a time and date to be scheduled by staff. 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. Menhennett seconded the motion, which unanimously carried. The Board adjourned at 8:00 PM.

The foregoing represents a true and accurate representation of the proceedings of the Board's regular meeting held on May 11, 2026



Jack Seward
Recording Secretary

DRAFT

Kremmling Sanitation District
Town of Kremmling

Payment Approval Report - Council Approval
Report dates: 5/12/2026-6/4/2026

Page: 1
Jun 04, 2026 08:32PM

Report Criteria:

Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Kremmling Sanitation								
00-002-2140								
1013	CEBT	INV 0082977	HEALTH, DENTAL & LIFE INS	05/11/2026	1,224.83	.00		
Total 00-002-2140:					1,224.83	.00		
Total :					1,224.83	.00		
Administration								
00-200-6025								
1171	RISER ACCOUNTING	2186	ACCOUNTING SERVICES 5/1/26	05/31/2026	1,036.00	.00		
Total 00-200-6025:					1,036.00	.00		
00-200-6065								
1004	BANKCARD CENTER	MAY 19, 2026_	LAPTOPS	05/19/2026	715.96	.00		
1004	BANKCARD CENTER	MAY 19, 2026_	MICROSOFT	05/19/2026	13.13	.00		
1154	STREAMLINE	84A790A3-002	STREAMLINE FLEX 6/1 - 7/1/26	06/01/2026	140.00	.00		
Total 00-200-6065:					869.09	.00		
00-200-6100								
1169	CEGR LAW	5/31/2026	ATTORNEY FEE	05/31/2026	2,712.00	.00		
Total 00-200-6100:					2,712.00	.00		
00-200-6180								
1088	TOWN OF KREMMLING	1056	MAY 26 SHARED SERVICES	06/01/2026	5,833.33	.00		
Total 00-200-6180:					5,833.33	.00		
00-200-6200								
1066	MOUNTAIN PARKS ELECTRIC I	5/20/2026	CONVENIENCE FEE	05/20/2026	2.00	.00		
Total 00-200-6200:					2.00	.00		
Total Administration:					10,452.42	.00		
Collections								
00-300-6065								
1008	BROWNS HILL ENGINEERING L	32568	REUSE FIELD TECH	05/28/2026	630.08	.00		
1150	CORE & MAIN	Y928703	VALVE AND STRAINER	05/11/2026	290.91	.00		
1069	NORTHWEST RANCH SUPPLY	5/25/2026	BALL VALVE & ADAPTER	05/25/2026	20.57	.00		
1090	USA BLUEBOOK	INV01048862	METER	05/15/2026	459.95	.00		
Total 00-300-6065:					1,401.51	.00		
00-300-6078								
1008	BROWNS HILL ENGINEERING L	32568	COLLECTION FIELD TECH	05/28/2026	630.08	.00		
Total 00-300-6078:					630.08	.00		

Kremmling Sanitation District
Town of Kremmling

Payment Approval Report - Council Approval
Report dates: 5/12/2026-6/4/2026

Page: 2
Jun 04, 2026 08:32PM

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
00-300-6155								
1030	BOWMAN CONSULTING GROU	558562	REUSE REG 84	04/30/2026	780.00	.00		
1121	QA BALANCE SERVICES INC.	17027	LAB EQUIPMENT CALIBRATION	05/20/2026	1,389.00	.00		
1108	UTILITY NOTIFICATION CENTE	226050957	811 LOCATES	05/31/2026	44.44	.00		
1108	UTILITY NOTIFICATION CENTE	STMT 108253	CREDIT	03/20/2026	23.09-	.00		
Total 00-300-6155:					2,190.35	.00		
00-300-6190								
1090	USA BLUEBOOK	INV01042179	LAB SUPPLIES	05/08/2026	1,185.96	.00		
1090	USA BLUEBOOK	INV01048862	LAB SUPPLIES	05/15/2026	164.30	.00		
Total 00-300-6190:					1,350.26	.00		
00-300-6210								
1004	BANKCARD CENTER	MAY 19, 2026_	NORTON SOFTWARE	05/19/2026	124.99	.00		
1059	K-TOWN NAPA	086663	MOWER TIRE REPAIR	05/26/2026	20.48	.00		
1059	K-TOWN NAPA	086676	MOWER TIRE REPAIR	05/26/2026	13.47	.00		
1059	K-TOWN NAPA	086958	RIVET NUT	06/02/2026	6.99	.00		
1069	NORTHWEST RANCH SUPPLY	5/25/2026	8PK AAA BATTERIES	05/25/2026	11.99	.00		
1069	NORTHWEST RANCH SUPPLY	5/25/2026	PTFE & MONSTER TAPE	05/25/2026	21.85	.00		
Total 00-300-6210:					199.77	.00		
00-300-6300								
1066	MOUNTAIN PARKS ELECTRIC I	5/20/2026	416 S 3RD ST	05/20/2026	58.76	.00		
1066	MOUNTAIN PARKS ELECTRIC I	5/20/2026	MCELROY SWR PMP	05/20/2026	45.01	.00		
Total 00-300-6300:					103.77	.00		
00-300-6310								
1004	BANKCARD CENTER	MAY 19, 2026_	VISIONARY	05/19/2026	110.34	.00		
1014	CENTURY LINK	MAY 19, 2026	970-724-9259 967B	05/19/2026	107.53	.00		
1066	MOUNTAIN PARKS ELECTRIC I	5/20/2026	345 MARTIN WAY BLOWERS	05/20/2026	5,621.28	.00		
1066	MOUNTAIN PARKS ELECTRIC I	5/20/2026	345 MARTIN WAY SEWER LAGO	05/20/2026	723.32	.00		
1091	VERIZON WIRELESS	6143535315	CELL PHONE	05/13/2026	103.58	.00		
1094	WASTE MANAGEMENT-HOT SU	0494149-1195-	TRASH SERVICE	05/29/2026	449.37	.00		
1101	XCEL ENERGY	980130876	345 MARTIN WAY	06/01/2026	160.82	.00		
Total 00-300-6310:					7,276.24	.00		
00-300-6320								
1128	GRAND COUNTY COLORADO	INV05989	FUEL + FUEL SURCHARGE	06/01/2026	269.72	.00		
Total 00-300-6320:					269.72	.00		
00-300-6351								
1004	BANKCARD CENTER	MAY 19, 2026_	MOWER PARTS	05/19/2026	24.73	.00		
1004	BANKCARD CENTER	MAY 19, 2026_	DODGE RAM REPAIR	05/19/2026	1,007.48	.00		
1172	TWISTED GEAR GARAGE	380	MUFFLER, HARDWARE, LABOR	05/20/2026	983.16	.00		
Total 00-300-6351:					2,015.37	.00		
00-300-6400								
1170	BRI-CHEM SUPPLY CORP. LLC	105244	SODA ASH	05/14/2026	827.12	.00		
1161	TREATMENT TECHNOLOGY	198241	CHEMICALS	05/26/2026	539.60	.00		
1161	TREATMENT TECHNOLOGY	CM 198101	CREDIT REQUESTED BY SAN S	05/19/2026	80.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 00-300-6400:					1,446.72	.00		
00-300-7000								
1030	BOWMAN CONSULTING GROU	558564	KSD COLLECTION SYS, OUTAL	04/30/2026	12,175.00	.00		
Total 00-300-7000:					12,175.00	.00		
Total Collections:					29,058.79	.00		
Total Kremmling Sanitation:					40,736.04	.00		
Grand Totals:					40,736.04	.00		

Dated: _____

Treasurer: _____

District Manager: _____

Report Criteria:

- Invoices with totals above \$0.00 included.
- Paid and unpaid invoices included.

Report Criteria:

- Includes all accounts
- Includes grand totals

Account Number	Title	2026-26 Current year Period Actual	2026-26 Current year Actual	2026-26 Current year Budget	2026-26 Current year Remaining	2026-26 Current year Percent
Kremmling Sanitation						
Sanitation Revenue						
00-100-3000	GENERAL PROPERTY TAXES	37,216.37	37,216.37	59,249.00	22,032.63	62.81
00-100-3010	SPECIFIC OWNERSHIP TAXES	852.68	852.68	2,500.00	1,647.32	34.11
00-100-3100	TAP FEES	20,550.00	20,550.00	80,000.00	59,450.00	25.69
00-100-3200	SEWER CHARGES	179,061.52	179,061.52	847,740.00	668,678.48	21.12
00-100-3210	SEPTAGE RECEIVING STATION	.00	.00	.00	.00	.00
00-100-3400	PAYMENT FROM TOWN	.00	.00	1,560.00	1,560.00	.00
00-100-3500	INTEREST EARNED	7,039.38	7,039.38	25,000.00	17,960.62	28.16
00-100-3550	MISCELLANEOUS INCOME	.00	.00	1,000.00	1,000.00	.00
00-100-3600	GRANTS AND LOANS	66,193.99	66,193.99	136,835.00	70,641.01	48.38
00-100-3610	GRANT - COLO WATER RESOU	.00	.00	.00	.00	.00
00-100-3650	DONATED CAPITAL	.00	.00	.00	.00	.00
Total Sanitation Revenue:		310,913.94	310,913.94	1,153,884.00	842,970.06	26.94
Administration						
00-200-4000	SALARIES	.00	.00	.00	.00	.00
00-200-4005	DIRECTOR FEES	950.00	950.00	3,250.00	2,300.00	29.23
00-200-4010	PART-TIME SALARIES	9,919.00	9,919.00	29,484.00	19,565.00	33.64
00-200-4030	WORKERS COMPENSATION IN	3,044.00	3,044.00	3,044.00	.00	100.00
00-200-4050	RETIREMENT & TAXES	879.51	879.51	2,701.00	1,821.49	32.56
00-200-6025	ACCOUNTING	150.50	150.50	17,000.00	16,849.50	.89
00-200-6050	DUES / SUBSCRIPTIONS	1,029.30	1,029.30	2,035.00	1,005.70	50.58
00-200-6055	DUES AND SUBSCRIPTIONS	.00	.00	.00	.00	.00
00-200-6065	IT SERVICES	2,882.22	2,882.22	7,840.00	4,957.78	36.76
00-200-6075	CASUALTY INSURANCE	19,975.00	19,975.00	19,975.00	.00	100.00
00-200-6080	DEPOSIT REFUND	.00	.00	.00	.00	.00
00-200-6090	INVESTMENT EXPENSE	199.75	199.75	.00	199.75-	.00
00-200-6100	LEGAL	1,835.50	1,835.50	15,000.00	13,164.50	12.24
00-200-6175	BUILDING REPAIRS - TOWN HA	1,260.00	1,260.00	12,000.00	10,740.00	10.50
00-200-6180	PAYMENT TO TOWN	17,499.99	17,499.99	58,140.00	40,640.01	30.10
00-200-6185	EMERGENCY RESERVE	.00	.00	34,617.00	34,617.00	.00
00-200-6200	SUPPLIES AND EXPENSES	8.00	8.00	5,000.00	4,992.00	.16
00-200-6250	TRAINING	104.00	104.00	.00	104.00-	.00
00-200-6285	TREASURER'S FEE	1,861.09	1,861.09	2,963.00	1,101.91	62.81
00-200-6300	UTILITIES - TOWN HALL	106.45	106.45	2,256.00	2,149.55	4.72
00-200-7000	CAPITAL OUTLAY	.00	.00	.00	.00	.00
00-200-7200	CONTINGENCY	.00	.00	.00	.00	.00
00-200-7300	LEASE PURCHASE - WELLS FA	.00	.00	.00	.00	.00
00-200-7500	INTEREST	.00	.00	.00	.00	.00
00-200-7600	LOAN PAYMENT - CWPR	.00	.00	.00	.00	.00
00-200-7700	LOAN PAYMENT - DOLA	.00	.00	.00	.00	.00
Total Administration:		61,704.31	61,704.31	215,305.00	153,600.69	28.66
Collections						
00-300-4000	SALARIES	50,821.50	50,821.50	156,800.00	105,978.50	32.41
00-300-4010	PART-TIME SALARIES	9,464.00	9,464.00	56,280.00	46,816.00	16.82
00-300-4050	RETIREMENT & BENEFITS	22,237.47	22,237.47	58,395.00	36,157.53	38.08
00-300-4100	OVERTIME	6,996.00	6,996.00	11,230.00	4,234.00	62.30

Account Number	Title	2026-26 Current year Period Actual	2026-26 Current year Actual	2026-26 Current year Budget	2026-26 Current year Remaining	2026-26 Current year Percent
00-300-6005	BAD DEBT EXPENSE	.00	.00	.00	.00	.00
00-300-6060	LAGOON MAINTENANCE & REP	398.85	398.85	22,000.00	21,601.15	1.81
00-300-6065	REUSE MAINTENANCE & REPAI	.00	.00	15,160.00	15,160.00	.00
00-300-6075	INSURANCE / BONDS	.00	.00	.00	.00	.00
00-300-6078	COLLECTION MAINT & REPAIR	3,954.70	3,954.70	37,100.00	33,145.30	10.66
00-300-6082	DISCHARGE & REUSE PERMIT	.00	.00	6,500.00	6,500.00	.00
00-300-6145	TECHNICAL SERVICES	.00	.00	.00	.00	.00
00-300-6155	ENGINEERING & TECHNICAL S	2,123.07	2,123.07	10,000.00	7,876.93	21.23
00-300-6190	LAB TESTS & SUPPLIES	4,817.14	4,817.14	13,865.00	9,047.86	34.74
00-300-6210	GENERAL SUPPLIES	2,149.07	2,149.07	5,000.00	2,850.93	42.98
00-300-6250	TRAINING	1,664.26	1,664.26	6,000.00	4,335.74	27.74
00-300-6300	UTILITIES-LIFT STATIONS	442.63	442.63	1,386.00	943.37	31.94
00-300-6310	UTILITIES-LAGOONS & REUSE	32,825.01	32,825.01	119,676.00	86,850.99	27.43
00-300-6320	VEHICLES - FUEL	1,723.05	1,723.05	5,000.00	3,276.95	34.46
00-300-6351	VEHICLES-REPAIRS	969.74	969.74	5,000.00	4,030.26	19.39
00-300-6400	CHEMICALS	4,800.04	4,800.04	17,445.00	12,644.96	27.52
00-300-6520	DAMAGE CLAIMS	.00	.00	500.00	500.00	.00
00-300-6800	DEPRECIATION	.00	.00	.00	.00	.00
00-300-6810	LOSS ON DISPOSAL OF ASSET	.00	.00	.00	.00	.00
00-300-7000	CAPITAL IMPROVEMENTS	269,240.01	269,240.01	390,520.00	121,279.99	68.94
00-300-7001	CAPITAL IMPROVEMENT RESE	.00	.00	172,000.00	172,000.00	.00
00-300-7100	CAPITALIZED FIXED ASSETS C	.00	.00	.00	.00	.00
Total Collections:		414,626.54	414,626.54	1,109,857.00	695,230.46	37.36
Profit Handler						
00-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
Total Profit Handler:		.00	.00	.00	.00	.00
Kremmling Sanitation Revenue Total:		310,913.94	310,913.94	1,153,884.00	842,970.06	26.94
Kremmling Sanitation Expenditure Total:		476,330.85	476,330.85	1,325,162.00	848,831.15	35.95
Total Kremmling Sanitation:		165,416.91-	165,416.91-	171,278.00-	5,861.09-	96.58
Grand Totals:		165,416.91-	165,416.91-	171,278.00-	5,861.09-	96.58

KREMMLING SANITATION DISTRICT

JUNE 8th 2026

OPERATORS REPORT

Assistant Operator (Noah Brochert) started 5-26-2026

Seasonal Help (Joe Probst) returned 5-26-2026

May plant performance- Process and Compliance labs

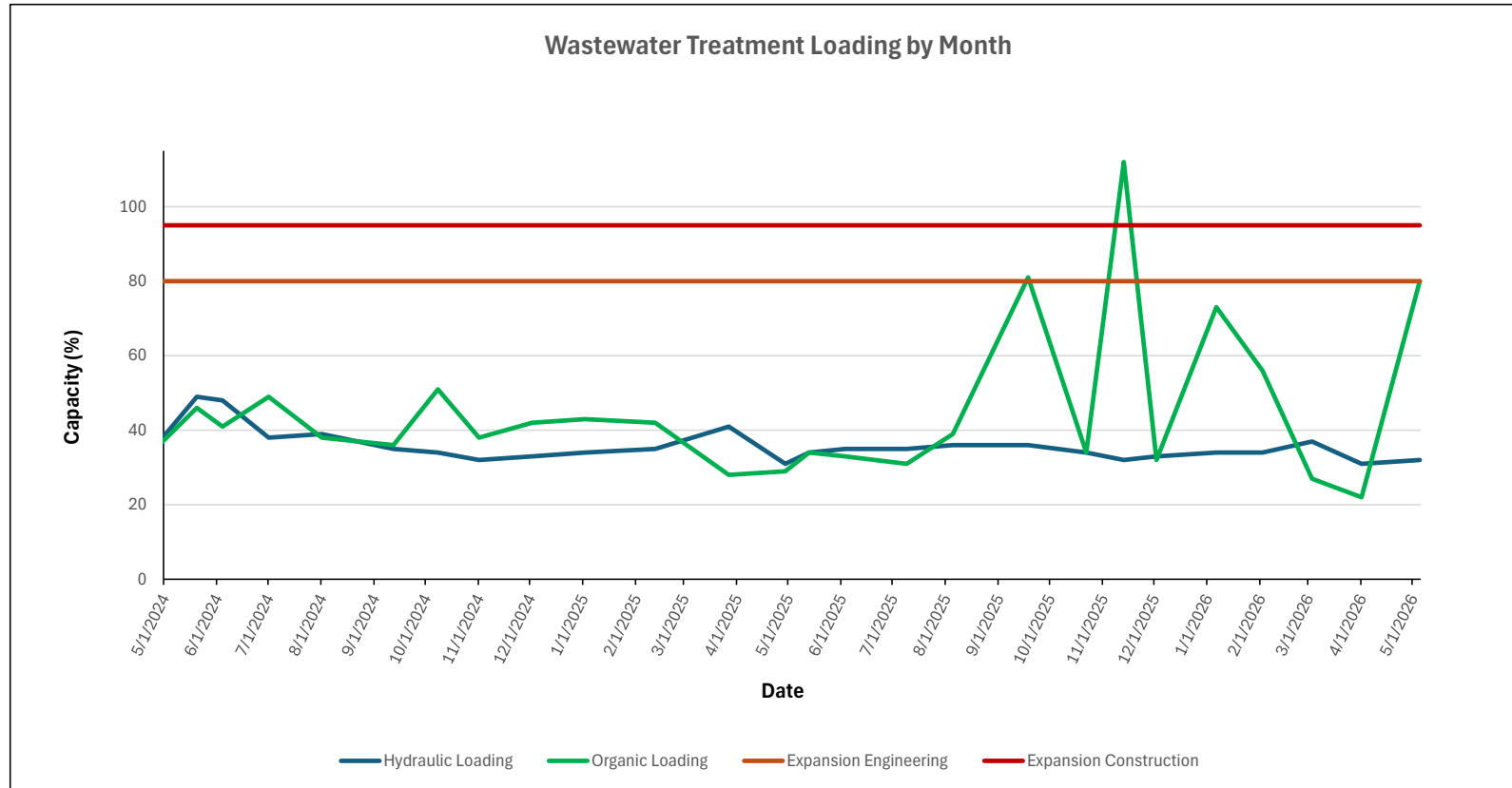
Septic receiving station update

Reclaim water update

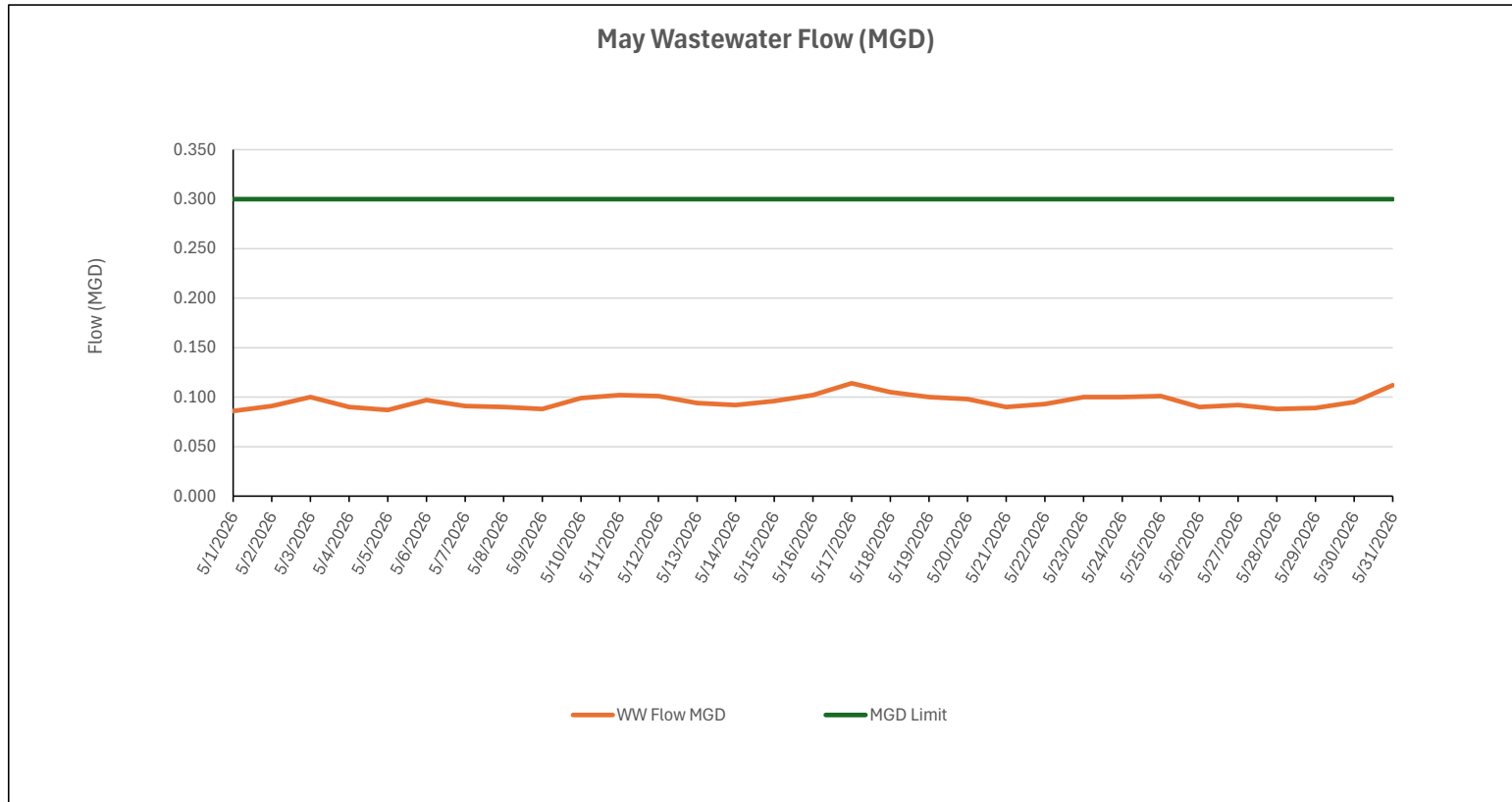
Collection system projects update

May 2026 Wastewater Performance

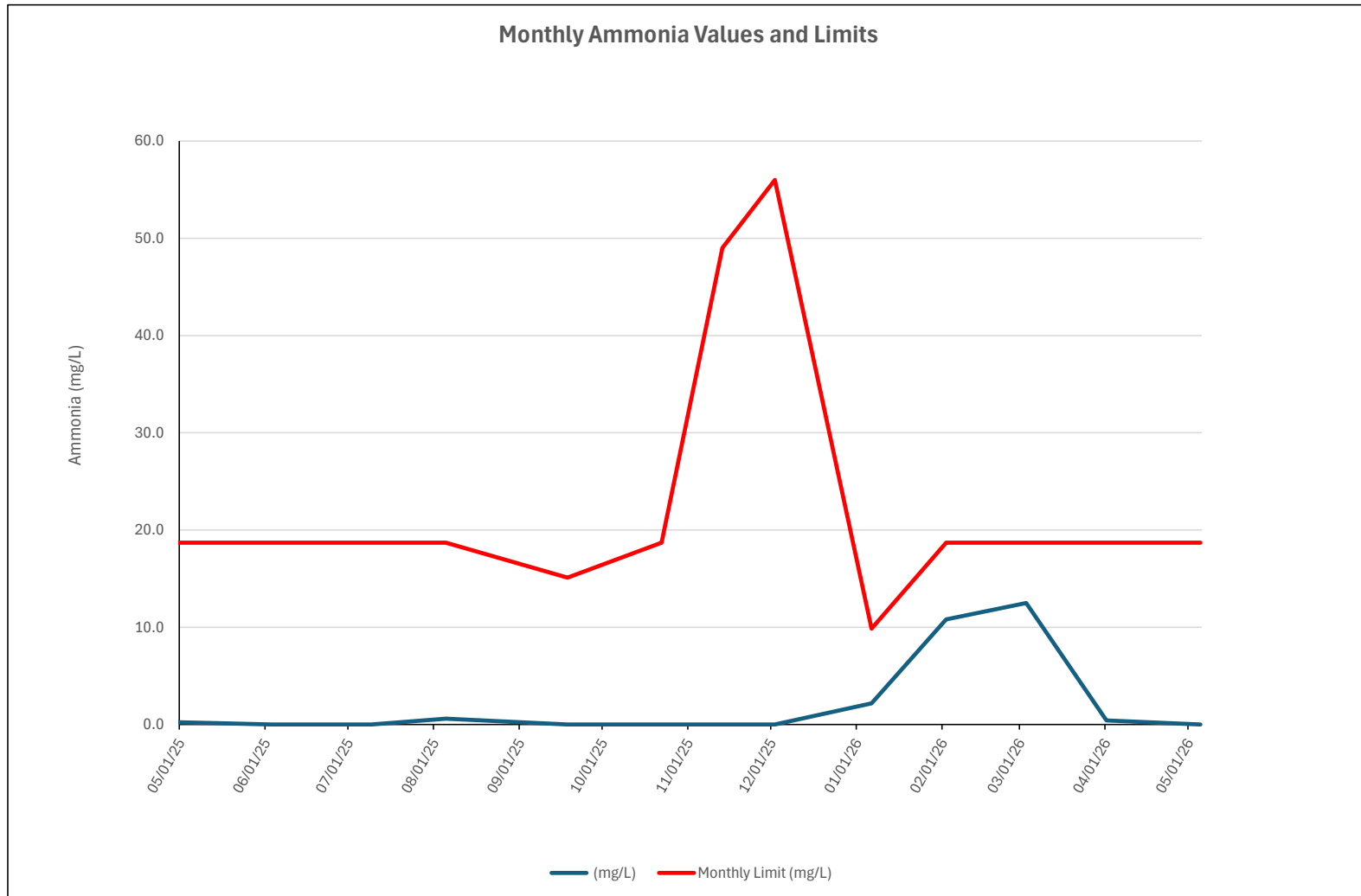
Sample date: 5/5/26



Effluent Parameters	Permit Limit	Monthly Reported Values	Influent Parameters	Monthly Reported Values
BOD (mg/L)	30-45 mg/L	< 2 mg/L	Hydraulic % Capacity	32%
BOD % Removal	85% minimum	100.0%	Organic % Capacity	80%
TSS (mg/L)	75-110 mg/L	< 2 mg/L	BOD (mg/L)	664mg/L
Ammonia	18.7 mg/L	< 0/1 mg/L	TSS (mg/L)	236 mg/L
E. coli (#/100mL)	1088-2176 #/100mL	1 #/100mL		
pH	6.5 - 9.0 SU	6.87 - 7.49 SU		



	Wastewater Plant Flows (Kgal/Day)
Average	0.096
Minimum	0.086
Maximum	0.114
% Flow	32%



KREMMLING SANITATION DISTRICT**RESOLUTION 2026-06-01****RESOLUTION ADOPTING RULES AND REGULATIONS FOR THE SEPTIC RECEIVING STATION AND FIXING RATES, FEES, TOLLS, PENALTIES, AND CHARGES FOR THE USE THEREOF**

WHEREAS, the Kremmling Sanitation District (the “District”) is a quasi-municipal corporation and political subdivision of the State of Colorado, located in Grand County, Colorado, and is a duly organized and existing special district pursuant to C.R.S. § 32-1-101 *et seq.*

WHEREAS, the Board of Directors (the “Board”) has the management, control, and supervision of all the business and affairs of the District, pursuant to C.R.S. § 32-1-1001(1)(h).

WHEREAS, pursuant to C.R.S. § 32-1-1001(1)(j)(I), the Board is authorized to fix and from time to time increase or decrease fees, rates, tolls, penalties, or charges for services, programs, or facilities furnished by the District.

WHEREAS, pursuant to C.R.S. § 32-1-1001(1)(m), the Board has the authority to adopt, amend, and enforce bylaws and rules and regulations for carrying on the business, objects, and affairs of the District;

WHEREAS, the District owns and operates a wastewater treatment system and septic receiving station for the protection of public health, safety, and welfare.

WHEREAS, the Board has determined that it is necessary and appropriate to adopt rules and regulations governing the use of the District’s septic receiving station in order to protect the integrity, operational capacity, and regulatory compliance of the District’s wastewater treatment facilities.

WHEREAS, notice of a public hearing regarding the adoption of these Rules and Regulations and the fixing of rates, fees, tolls, penalties, and charges for the use of the District’s septic receiving station was publicly posted not less than thirty (30) days prior to the hearing date in accordance with applicable law.

WHEREAS, the Board conducted a duly noticed public hearing on June 22, 2026, at which interested persons were afforded the opportunity to be heard regarding the proposed rates, fees, tolls, penalties, and charges and corresponding rules and regulations.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Kremmling Sanitation District as follows:

1. Purpose and Applicability. This Resolution Adopting Rules and Regulations for the Septic Receiving Station and Fixing Rates, Fees, Tolls, Penalties, and Charges for the Use Thereof (this "Resolution") is adopted for the purpose of governing the use of the District's septic receiving station and shall apply to all persons, entities, and waste haulers utilizing or seeking to utilize the station.
2. Permit Required.
 - a. No person or entity shall discharge or deposit wastewater into the District's septic receiving station without first obtaining a permit issued by the District.
 - b. Any permit issued by the District shall constitute a revocable license only and shall not create any vested property right or entitlement to continued use of the septic receiving station.
 - c. The District may revoke, suspend, or deny any permit for violation of these Rules and Regulations or for any other reason deemed necessary by the District to protect the public health, safety, welfare, or operational integrity of the District's wastewater system.
 - d. The District Superintendent shall have the authority, in their sole discretion, to limit the number of permits issued at any given time based upon treatment plant capacity, system volume, operational considerations, or other factors affecting the District's wastewater facilities.
 - e. Applications for permits shall be submitted in such form and format as prescribed by the District and shall contain such information as the District may require, including but not limited to applicant identification information, vehicle information, proof of licensing, insurance information, and acknowledgment of these Rules and Regulations.
 - f. The District may deny any permit application based upon lack of available treatment or receiving capacity, operational limitations, prior violations of these Rules and Regulations, prior damage to District facilities, submission of false or misleading information, failure to provide required information, or any other reason reasonably related to the protection of the District's wastewater system and facilities.

3. Permitted Waste.

- a. Only household septic waste originating from residential septic systems located within Grand County, Colorado, shall be permitted for discharge at the District's septic receiving station.
- b. All wastewater discharged into the septic receiving station must originate solely from residential septic tanks.
- c. No permit holder shall discharge more than 50,000 gallons of waste in any given month.

4. Prohibited Waste. The following substances and materials are strictly prohibited from discharge into the District's septic receiving station:

- a. Industrial waste.
- b. Commercial waste.
- c. Hazardous waste.
- d. Grease trap waste.
- e. Chemical waste.
- f. Petroleum products.
- g. Toxic substances.
- h. Medical or infectious waste.
- i. Any waste originating from any source other than a residential septic tank located within Grand County, Colorado.
- j. Any material which, in the judgment of the District, may damage, interfere with, disrupt, or adversely affect the District's wastewater treatment facilities or operations.

5. Manifest Requirement.

- a. All permitted waste haulers shall provide a manifest, in a form approved by the District, for each load discharged at the septic receiving station.
- b. The manifest shall identify the origin of the wastewater, including the physical address from which the waste was collected, and such additional information as may be required by the District.

- c. Failure to provide a complete and accurate manifest shall constitute grounds for denial of discharge privileges and suspension or revocation of the hauler's permit.

6. Rates, Fees, and Charges.

- a. The rate for discharge into the District's septic receiving station is hereby fixed at seventeen cents (\$0.17) per gallon discharged.
- b. The Board may, from time to time, increase, decrease, amend, or otherwise modify any rates, fees, tolls, penalties, or charges by subsequent resolution.
- c. All permit applications shall be accompanied by a non-refundable twenty-five-dollar (\$25) permit fee.

7. Station Operations and Closures.

- a. The septic receiving station shall operate on a seasonal basis as determined by the District in its sole discretion. The District reserves the right to establish periods of operation based upon weather conditions, operational considerations, maintenance needs, treatment capacity, regulatory requirements, or other District purposes.
- b. The septic receiving station shall be open to permit holders during the hours of 7:00 AM and 5:00 PM, Monday through Friday. The Superintendent may expand or reduce the operating hours in their discretion.
- c. When discharging into the septic receiving station, the permit holder must ensure that the flow is metered or controlled such that it runs directly into the flow channel and does not overflow the receiving point.
- d. The District reserves the right to close the septic receiving station at any time, with or without prior notice, as determined necessary by the District for operational, maintenance, emergency, regulatory, capacity, health, safety, or other District purposes.
- e. The District shall make reasonable efforts to communicate any closure of the septic receiving station to all permit holders by electronic mail; provided, however, failure to provide notice shall not create any liability on the part of the District or invalidate the closure.

8. Enforcement.

- a. The District Superintendent and such other persons designated by the District shall have authority to enforce this Resolution.
 - b. The District may conduct random point-in-time sampling of any permit holder's waste prior to discharge to monitor for compliance with the District's regulatory obligations.
 - c. Any violation of this Resolution may result in suspension or revocation of permits, denial of access to the septic receiving station, assessment of damages, recovery of costs, and any other remedies available at law or in equity.
 - d. The District Superintendent is authorized to impose a civil penalty to any person or entity violating this Resolution in an amount not to exceed one hundred dollars (\$100.00) for each violation. Each separate discharge, occurrence, day of noncompliance, or violation of a distinct provision of these Rules and Regulations may constitute a separate violation.
 - e. In addition to any civil penalty, the District Superintendent may summarily suspend any permit issued pursuant to this Resolution upon determining that a violation has occurred or that continued use of the septic receiving station may threaten the public health, safety, welfare, or the operational integrity of the District's wastewater facilities.
 - f. Any summary suspension imposed by the District Superintendent shall remain in effect pending proceedings before the Board regarding possible revocation of the permit. The permit holder shall be afforded notice and an opportunity for a hearing before the Board prior to revocation of the permit.
9. Severability. If any provision of this Resolution is determined to be invalid or unenforceable, such determination shall not affect the validity or enforceability of the remaining provisions.
10. Effective Date. This Resolution shall take effect immediately upon adoption.

APPROVED AND ADOPTED by the Board this 22nd day of June 2026.

KREMMLING SANITATION DISTRICT

By: _____
Noble Underbrink
President

ATTEST:

Alan N. Hassler
Secretary

DRAFT



ENGINEER'S PROGRESS REPORT

To: Kremmling Sanitation District Board
FROM: Element Engineering, LLC
DATE: June 8th, 2026
SUBJECT: Progress Report on Current Projects

GENERAL ENGINEERING

All re-use documents regarding Ceriani Park have been completed, signed, and submitted to CDPHE. A response to CDPHE's additional paperwork request has been completed and submitted.

COLLECTION SYSTEM IMPROVEMENTS

See attached Memo on construction progress.

COLLECTION SYSTEM IMPROVEMENTS BUDGET AND PROPOSED ADDITIONAL WORK

See attached budget breakdown and proposed additional work.

DEVELOPMENT COORDINATION

Sunrise Annexation

Sunrise Development has hired an engineer and are working on the required collection system capacity report.

K-Town North

Mike Johnston submitted a revised set of plans which are currently under district review.

MEMORANDUM

TO: Kremmling Sanitation District
FROM: Element Engineering
DATE: June 8, 2026
SUBJECT: Sewer Collection System Project Update

During the Preliminary cleaning and videoing prior to the CIPP work it was discovered that during a previous manhole replacement project a new manhole was tied into an existing 10" line with a 7' piece of 12" pipe. In order to install the liner in this segment the 12" line will need to be removed and a 10" piece of pipe installed. This work is scheduled to be completed the week of June 8th.

Remaining work includes remaining cured in place (CIPP) liner installations which will be scheduled after the above pipe replacement is completed. Once the CIPP is complete replacement of service lines connecting to the CIPP liner will take place. The final two project items abandonment of the old lift station in Kremmling Country, final compaction testing, asphalt patching which is scheduled to take place by the end of the month..

Attached is an updated budget including the estimates for the additional work. After the current scope is completed there may be budgeted funds remaining. However, due to the long lead times to order another manhole could take four to six weeks. Therefore, we are recommending once the original scope is complete and the old lift station is abandoned we close out the project.

Kremmling Sanitation Collection System Improvements Budget 6/8/26		
FUNDING		
Kremmling San	\$ 451,675	
DOLA	\$ 451,675	
Total Funding	\$ 903,350	
Construction Cost as Bid		
Bio-Dome Repairs	\$ 254,794	
Fones Construction Collection System and CIPP Liner Bid	\$ 438,749	
Construction Management Element	\$ 50,000	Reduced From \$63,700
Total Construction Cost	\$ 743,543	
Remaining Funds From Project Bid	\$ 159,807	
Additional Added Work		
Extra Material at Manhole 15.1	\$ 4,480	Change Order already approved by District
Abandon old Lift Station In Kremmling Country/Add Manhole	\$ 35,866	Change Order already approved by District
Railroad Ave Modification/Under Review	\$ 48,286	
Additional Asphalt Repairs Railroad Ave	\$ 20,000	Estimated
10" CIPP Modification	\$ 14,208	Estimated
Additional Work Total	\$ 122,839	
Remaining Funds After Additional Work	\$ 36,968	

KREMMLING SANITATION DISTRICT

Policy on Investments

Adopted: _____

1. Purpose. This Policy on Investments (“Policy”) is adopted by the Board of Directors (the “Board”) of the Kremmling Sanitation District (the “District”) to establish prudent, lawful, and consistent standards for the investment of District public funds. The purpose of this Policy is to safeguard public monies, ensure sufficient liquidity to meet operational and capital obligations, and obtain a reasonable rate of return consistent with statutory authority and the fiduciary responsibilities of local government officials.
2. Authority. This Policy is adopted pursuant to, and shall be interpreted consistently with the following:
 - a. Legal Investments statutes, C.R.S. §§ 24-75-601.1 and 24-75-603
 - b. Local Government Public Deposit Protection Act, C.R.S. § 11-10.5-101 *et seq.*
 - c. Local Government Investment Pools, C.R.S. § 24-75-701 *et seq.*
3. Definitions.
 - a. “Public Funds” means all moneys of the District, from whatever source derived, that are in the custody or control of the District and subject to investment under Colorado law.
 - b. “Investment Officer” means the District Manager or such other person as the Board may designate to execute investment transactions on behalf of the District.
 - c. “Authorized Investments” means those investments permitted under C.R.S. § 24-75-601.1 and other applicable Colorado statutes.
 - d. “PDPA” means the Public Deposit Protection Act, C.R.S. § 11-10.5-101 *et seq.*
4. Scope. This Policy applies to all District Public Funds, including operating funds, reserve funds, capital project funds, enterprise funds, and any other funds under the control of the District, except where a bond resolution, trust indenture, or grant agreement imposes more restrictive investment requirements. In the event

Kremmling Sanitation District
Policy on Investments

of a conflict between this Policy and applicable law or bond covenants, the more restrictive requirement shall govern.

5. Investment Objectives. The District's investment objectives, in priority order, are as follows:
 - a. Safety of Principal. Preservation of capital is the foremost objective. Investments shall be undertaken in a manner that seeks to ensure the safety of principal consistent with statutory authority.
 - b. Liquidity. The District's portfolio shall be structured to meet anticipated cash flow requirements for operations, debt service, and capital expenditures.
 - c. Yield. The District shall seek to attain a market rate of return throughout budgetary and economic cycles, consistent with safety and liquidity needs.
6. Standard of Care. The Investment Officer and any person involved in the investment of Public Funds shall exercise the care that a prudent person in a like position would exercise under similar circumstances, consistent with C.R.S. § 24-75-601.4, which provides protections for officials acting in good faith compliance with statutory investment standards. Investment decisions shall be made in the best interests of the District and not for personal gain.
7. Authorized Investments. The District may invest Public Funds only in Authorized Investments permitted under Colorado law, including but not limited to:
 - a. Obligations of the United States or securities fully guaranteed by the United States.
 - b. Obligations of U.S. government agencies or instrumentalities as permitted by statute.
 - c. Certificates of deposit, savings accounts, money market deposit accounts, or other deposit instruments in eligible public depositories as authorized by C.R.S. § 24-75-603.
 - d. Eligible bankers' acceptances, commercial paper, and corporate bonds to the extent permitted under C.R.S. § 24-75-601.1 and subject to applicable credit quality requirements.
 - e. Shares of any local government investment pool authorized under C.R.S. §§ 24-75-701 *et seq.*

Kremmling Sanitation District
Policy on Investments

- f. Any other investment expressly permitted by Colorado statute for local governments.
 - g. The District shall not engage in speculative trading, leverage, derivatives (unless expressly authorized by statute), short sales, or any investment not specifically authorized by Colorado law.
8. Depositories and Collateralization. All deposits of Public Funds shall be made only in eligible public depositories as defined by Colorado law. Deposits exceeding federal insurance limits shall be secured in accordance with the PDPA and applicable rules of the Colorado Banking Board. The District shall not maintain uninsured and uncollateralized deposits.
9. Diversification and Maturity. The District shall diversify investments to the extent practical to reduce exposure to credit and interest rate risk. Investment maturities shall be aligned with projected cash flow needs. Unless otherwise authorized by the Board, no investment shall have a final maturity exceeding five (5) years from the date of purchase.
10. Delegation of Authority. The Board retains ultimate authority over the investment of Public Funds. The Board delegates to the Investment Officer the authority to implement this Policy and execute transactions within its limits. The Investment Officer may utilize qualified financial institutions, brokers, advisors, or custodians, provided all investments remain within statutory authority and this Policy.
11. Safekeeping and Internal Controls. The District shall maintain written internal controls governing the investment process, including separation of duties where feasible, written authorization for transactions, documentation of trades, and periodic reconciliation of investment accounts. Securities shall be held in the District's name by a third-party custodian when practical.
12. Reporting. The Investment Officer shall provide the Board with periodic reports, no less than quarterly, summarizing investment holdings, maturity dates, market values (where applicable), and compliance with this Policy. Investment records shall be maintained in accordance with Colorado public records and audit requirements.
13. Supplement to Law. The provisions of this Policy shall be in addition to and in supplement of any law of the State of Colorado.
14. Amendment. The Board may amend this Policy from time to time, only in writing following a duly called meeting.

KREMMLING SANITATION DISTRICT

200 Eagle Avenue
PO Box 538
Kremmling, CO 80459

(970) 724-3249
<https://www.kremmlingsd.org>

Memorandum

To: Board of Directors
From: Jack Seward, District Manager
Date: June 1, 2026
Subject: Conduct of Board Meetings, Public Hearings, Executive Sessions, and Parliamentary Procedure

Dear Members of the Board of Directors,

The Kremmling Sanitation District (District) is a political subdivision of the State of Colorado organized pursuant to the Special District Act. As such, the District and its Board of Directros (Board) is subject to the Colorado Open Meetings Law, C.R.S. §§ 24-6-401 and 24-6-402, and the meeting requirements applicable to special districts under C.R.S. § 32-1-903.

In response to direction at the last Board meeting, staff has developed this memorandum guide the conduct of Board meetings, public hearings, executive sessions, and the use of parliamentary procedure.

1. Board Meetings

The Board conducts regular meetings monthly and special meetings as necessary to transact District business. All meetings at which a quorum of the Board discusses public business or takes formal action must be open to the public unless a properly convened executive session is authorized by law. Meeting notices and agendas are posted at least twenty-four hours prior to the meeting at the District's designated posting location. *C.R.S. §§ 24-6-402(2)(c), 32-1-903.*

The Board should avoid conducting District business through serial communications, email chains, or other means that could effectively circumvent the Open Meetings Law.

Minutes must be taken and maintained for all meetings at which formal action occurs or could occur. The minutes become public records and should accurately reflect motions, votes, and actions taken by the Board. *C.R.S. § 24-6-402(2)(d).*

2. Parliamentary Procedure

Colorado law does not require the use of Robert's Rules of Order. However, many special districts utilize Robert's Rules as a procedural guide where District policies are silent. The District does not have a formal conduct of meetings policy, and current practice is based on District tradition. I recommend that the District adopt a conduct of meetings policy based on parliamentary procedure to ensure structured and consistent conduct of all meetings of the Board.

Current Board practice is that a motion be made, seconded, and carried to adjourn the meeting. Parliamentary procedure does not require this action and vests adjournment

RE: Conduct of Board Meetings

Page 2

June 1, 2026

of meetings in the chair. Accordingly, the Board president may adjourn any meeting of the Board without a formal motion upon a declaration that there is no further business to come before the Board. Likewise, the Board has a practice of conducting a roll call at the beginning of each meeting. This can be forgone, and the Board president can simply make a statement observing a quorum of the Board. With a Board the size of the Districts it is easy to determine which Directors are and are not present. If a roll call is to be taken, the Board president should make a record of any absences and if they are excused or unexcused.

3. Public Comment

The Colorado Open Meetings Law requires that meetings be open to the public, but does not require that the public be permitted to speak. Nevertheless, it is the District's tradition and practice to provide a public comment period. This practice should be enacted in a formal policy.

The Board presently enforces a five-minute limit per speaker. This is permissible but should be made part of the District's policy. The Board may also consider reasonable restrictions regarding:

- Preregistration of speakers
- Relevance of comments
- Maintenance of order and decorum

Though it should be noted that the Board does not get that much public comment. The Board may remove individuals who disrupt the orderly conduct of a meeting. Public comment should generally be limited to receiving information rather than engaging in debate with members of the public.

4. Public Hearings

Certain District actions require public hearings under Colorado law, including hearings involving rates, fees, service charges, exclusions, inclusions, and other matters specified by statute.

When conducting a public hearing, the Board acts in a quasi-judicial capacity if it is applying existing law or standards to a particular set of facts. In such cases, the Board functions similarly to a court and must ensure procedural fairness and due process.

The following procedures are recommended for all quasi-judicial hearings:

- Open the hearing and identify the matter under consideration.
- Confirm compliance with all notice requirements.
- Receive the staff report.
- Receive testimony and evidence from applicants, affected parties, and members of the public.
- Allow Board members to ask questions.
- Close the public hearing.

RE: Conduct of Board Meetings

Page 3

June 1, 2026

- Deliberate solely upon the evidence contained within the record.
- Make findings and render a decision.

Board members should avoid ex parte communications regarding pending quasi-judicial matters. Decisions should be based exclusively upon evidence presented at the public hearing. Board members should remain impartial and avoid expressing conclusions before the hearing record is complete.

Failure to provide due process in a quasi-judicial hearing may expose the District to judicial review under C.R.C.P. 106(a)(4).

The chair may open and close a public hearing at their discretion under state law. No motion or formal board action is required to open or close a public hearing, meaning no motion is needed. This is at the discretion of the Board president.

5. Executive Sessions

Executive sessions are narrowly authorized exceptions to Colorado's Open Meetings Law and should be used only when specifically authorized by C.R.S. § 24-6-402(4)

An executive session may only occur during a properly noticed regular or special meeting after:

- The Board publicly announces the topic to be discussed. This can be done in the meeting itself; it does not have to be in advance of the meeting, but best practice is to include the notice in the agenda.
- The Board cites the specific statutory authority authorizing the executive session. This should be included in the motion and the minutes.
- The Board identifies the particular matter to be discussed with as much detail as possible without defeating the purpose of the executive session; and
- Two-thirds of the quorum present votes affirmatively to enter executive session. In the case of the District, that means four Directors.

At a previous meeting, the Board president inquired about the necessity of conducting a roll call vote to enter executive session. The Colorado Open Meetings law does not require any particular form of vote to enter executive session, only that two-thirds of the quorum present votes affirmatively to enter executive session. The Board's custom is to use a voice vote and if the voice vote is contested or it's unable to be determined how many people have voted for or against the question, then to conduct a roll call.

The Board may discuss only the announced subject matter while in executive session.

No formal action, policy adoption, resolution, rule, regulation, or vote may occur in executive session. Any final action must be taken after returning to open session. Since no action can be taken during the executive session, it is impossible to make a motion to exit the executive session, since a motion is an action of the Board.

RE: Conduct of Board Meetings
Page 4
June 1, 2026

Therefore, the Board president has the authority and discretion to close the executive session without the need for action.

Colorado law generally requires executive sessions to be electronically recorded, except for attorney-client privileged discussions. The recording must be retained by the District for purposes established by statute and may be reviewed by a court if the legality of the executive session is challenged. *C.R.S. § 24-6-402(2)(d.5)*.

The meeting minutes must reflect the general topic discussed during the executive session. *C.R.S. § 24-6-402(2)(d)*

6. Conclusion

The Board's authority is exercised collectively at duly noticed public meetings. Compliance with the Colorado Open Meetings Law, adherence to due process requirements during public hearings, and proper use of executive sessions are essential to maintaining transparency, protecting the integrity of District decisions, and reducing legal risk. Consistent use of established parliamentary procedures further promotes efficient governance and public confidence in the District's operations.

The Board should consider adopting a formal conduct of meeting policy for the District.

Sincerely,



Jack Seward
District Manager