

KREMMLING SANITATION DISTRICT RECORD OF PROCEEDINGS

Regular Meeting Minutes

January 12, 2026

A regular meeting of the Board of Directors (Board) of the Kremmling Sanitation District (District) was held on January 12, 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

Alan Hassler, Secretary/Treasurer

Stuart Heller, Assistant Secretary

Rory Menhennett, Assistant Secretary

Directors Absent

Dave Sammons, Vice President

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 5:56 PM.

2. DISCLOSURE OF CONFLICTS OF INTEREST

It was noted for the record that the District makes regular purchases from Northwest Ranch Supply (Northwest Supply), a local hardware vendor, which is controlled by Mr. Menhennett. The Board has previously found that there are no other local vendors that supply most of the items the District purchases from Northwest Supply, that pricing at Northwest Supply is competitive, and purchases are necessary for the operation of the District, generally de minimums in value, and therefore any conflict presented by Mr. Menhennett's service on the Board is permissible under the applicable law.

It was reported that Mr. Sammons had filed a Disclosure of Potential Conflict of Interest Statement with the Board in accordance with statutory requirements. Mr. Sammons' potential conflict of interest arises from his service as a Trustee of the Town of Kremmling (Town). The District contracts with the Town for certain administrative and financial services.

All Disclosure of Potential Conflict of Interest Statements, whether filed for this meeting or previously, are deemed continuing in nature and are incorporated into the record of the meeting. After Mr. Sammons and Mr. Menhennett had summarily stated for the record the fact and nature of their private interests and had further stated that the determination to participate in voting or take any other action on any contract or other matter in which they may have a private interest would be made in compliance with CRS § 24-18- 201(1)(b)(V), on an ad hoc basis, the Board turned its attention to the agenda items.

3. PUBLIC COMMENT

None.

4. APPROVAL OF MINUTES

Mr. Seward presented the minutes of the December 8, 2025, regular meeting.

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

5. APPROVAL OF EXPENDITURES

a. Mr. Seward presented the expenditure report dated December 8, 2025 – January 12, 2026.

Mr. Heller made a motion to (i) approve the expenditure report dated December

8, 2025 – January 12, 2026, in the amount of one hundred seventeen thousand six hundred and seventy-eight dollars and three cents (\$117,678.03) and (ii) authorize the payment of all accounts, including current payables, in conformance with budgetary appropriations. Mr. Menhennett seconded the motion, which unanimously carried.

6. OPERATOR’S REPORT

Mr. Weber and Mr. Yoder presented the operator’s report. Mr. Weber informed the Board that the District has hired an operator to fill the vacant position. Mr. Yoder reported on the Biochemical Oxygen Demand (BOD) violation that occurred in December and advised that he had filed the appropriate notifications with the state. The Board engaged in discussion regarding the ongoing BOD violations issues.

Mr. Weber reported that the ammonia testing limit will drop in January due to lower flow in the Muddy Creek. Mr. Weber and Mr. Yoder are working on multiple reports for the Colorado Department of Public Health and Environment.

7. ENGINEER’S REPORT

Mr. Weber presented the engineer’s report. Mr. Seward reported that he spoke to the Sunrise Annexation developer, the developer agreed to the District’s requested changes to the cost reimbursement agreement, which has now been executed. The District is in receipt of the developer’s inclusion petition and will now need to make submission of its proposed development. Mr. Seward advised that the Library District’s new property is already included in the District and no inclusion proceedings will be required.

Mr. Seward presented the Development Standards and Resolution 2026-01-02. The Board discussed the standards and the process of implementation. Mr. Yoder advised that the Board could benefit from clarifying language related to inspections. Mr. Hassler requested changes to the resolution and standards regarding enforcement. Mr. Seward advised that enforcement proceedings are contemplated in the Rules and Regulations. The Board decided to table the resolution until the next meeting so Mr. Seward and Mr. Hassler could address enforcement and inspection language.

8. MANAGER’S REPORT

Mr. Seward presented the manager’s report.

- a. Mr. Seward presented Resolution 2026-01-01, Annual Administrative

Resolution. Mr. Hassler advised that it is community custom to post public hearing notices special meeting notices at Town Hall and the Post Office, Mr. Seward advised that the statute only requires posting of notices on the District's website. At Mr. Hassler's request the resolution was amended to require postings of special meetings and public hearings to be posted at Town Hall and the Post Office. The Board next discussed the need to make clarifying amendments to section 12 and 15 of the resolution to ensure that Board members participating in remote meetings can both hear and speak in the meeting, the Board sought clarification around insurance renewal. . Mr. Hassler made a motion to adopt Resolution 2026-01-01, Annual Administrative Resolution, as amended with the President and Secretary to verify accurate changes prior to execution. Mr. Heller seconded the motion, which unanimously carried.

- b. Mr. Seward updated the Board that their current attorney, Georgia Noriyuki is going to retire in the next year, and he presented three proposals for general and water counsel. The Board requested a special meeting to interview the prospective counsel.
- c. Mr. Seward presented an updated organizational chart. The Board discussed the proposal with staff, and Mr. Seward will return next month with modifications based on the presentation.
- d. Mr. Seward presented Resolution 2026-01-03, Resolution Adopting Policy. Mr. Heller made a motion to strike Paragraph 1 and Exhibit A from the resolution to renumber as appropriate, to renumber the resolution as Resolution 2026-01-02, and to adopt Resolution 2026-01-02 with the amendments. Mr. Hassler seconded the motion, which unanimously carried. The Board directed the President and Secretary to confirm the accuracy of the amendments to the final resolution prior to execution.
- e. Mr. Seward reported on the Hill Holding dispute. The Town has now initiated a zoning enforcement case and, given the change in use on the property, will be adjusting its water billing to reflect the new use. He then advised that, given the change in use, the property's tap permit was void and a new permit would have to be issued. The Board discussed the need for tap fees and recognized that payment in full of the fees is unlikely, but some sort of fee will need to be paid.

9. EXECUTIVE SESSION

- a. Mr. Hassler made a motion to enter into executive session Pursuant to CRS 24-6-402(4)(e), for the purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for

negotiations; and instructing negotiators, as it relates to the District's Intergovernmental Agreement with the Town of Kremmling. Mr. Heller seconded the motion, which unanimously carried.

The Board entered into executive session at 7:46 PM and exited executive session at 8:10 PM.

10. ACTION AS A RESULT OF EXECUTIVE SESSION

Mr. Heller made a motion to adopt the Intergovernmental Agreement with the Town of Kremmling in the form and format presented to the Board, subject to review and approval by legal counsel. Mr. Menhennett seconded the motion, which unanimously carried.

11. ADJOURNMENT

There being no further business to come before the Board, Mr. Hassler made a motion to adjourn the meeting. Mr. Menhennett seconded the motion, which unanimously carried. The Board adjourned at 8:14 PM

The foregoing represents a true and accurate representation of the proceedings of the Board's regular meeting held on January 12, 2026



Jack Seward
Recording Secretary