

# KREMMLING SANITATION DISTRICT RECORD OF PROCEEDINGS

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## Regular Meeting Minutes

March 9, 2026

A regular meeting of the Board of Directors (Board) of the Kremmling Sanitation District (District) was held on March 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 in advance.

### **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

Rich Rosene, Project Manager

Thom Yoder, Operator in Responsible Charge

Trista Petefish, Utility Billing Clerk

#### Members of the Public

Brad Smith

Justin Smith

## **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 6:02 PM.

## **2. PUBLIC COMMENT**

Brad Smith and Justin Smith, with the Grand Cliffs Subdivision, spoke to the Board regarding the increase in tap fees that took effect at the beginning of the year. They detailed that their subdivision is still in progress and that the increase in the tap fees is an unexpected unbudgeted expense. They requested that the Board grandfather them into the 2024 tap fee price for the remainder of the project.

## **3. APPROVAL OF MINUTES**

Mr. Seward presented the minutes of the February 9, 2026, regular meeting.

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

## **4. APPROVAL OF EXPENDITURES**

a. Mr. Seward presented the expenditure report dated February 10, 2026 – March 9, 2026. Discussion included the high cost of the audit and ways to reduce the cost for future.

Mr. Menhennett made a motion to (i) approve the expenditure report dated February 10, 2026 – March 9, 2026, in the amount of forty-one thousand nine hundred forty-three dollars and fifty-one cents (\$41,943.51) 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 the period ending January 31, 2025. Mr. Seward explained that the sewer charges will be reflected in the next month's report, given the monthly lag time in receivable processing.

c. Mr. Seward presented the current status of the District's cash accounts and corresponding interest rates. Mr. Underbrink asked staff to research interest rates at other banks, noting that the District's bank is usually willing to match the rates offered by other institutions.

## **5. OPERATOR'S REPORT**

Mr. Weber and Mr. Yoder presented the operator's report. Mr. Weber reported that the compliance lab results are within normal compliance standards. Mr. Weber informed the Board that the 811 locate system has been updated to Exactix and is

working on transitioning to the new system. The Board discussed the CDOT lift station and main line maintenance. Mr. Weber updated that Mr. Morgan is working on testing for wastewater small systems.

## **6. ENGINEER'S REPORT**

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

- a. Mr. Seward reported that the 1805 E Park Avenue project is going well and that they have connected the tap that they purchased.
- b. Mr. Seward reported that Element Engineering is working on the state's request for more information and submittals regarding the Ceriani Park reuse permits.

## **7. MANAGER'S REPORT**

Mr. Seward presented the manager's report.

- a. Mr. Seward presented Resolution 2026-03-01, Employee Handbook. The Board directed Mr. Seward to make the adjustments as discussed and fix typos. Mr. Hassler made a motion to adopt Resolution 2026-03-01, with the adjustments discussed and typos fixed. Mr. Heller seconded the motion, which unanimously carried.
- b. Mr. Seward presented Resolution 2026-03-02, Resolution Adopting Policy. Mr. Heller made a motion to adopt 2026-03-02, with the following adjustments:
  - i. In Exhibit A, Policy on Governance, strike section three (3) and renumber accordingly
  - ii. Strike section three (3) and Exhibit C from the resolution in its entirety and renumber accordingly.

Mr. Sammons seconded the motion, which unanimously carried.

- c. Mr. Seward presented the Town Hall Reserve Study to the Board. The Board reviewed the study and requested staff review the study and have a workshop with the Town to discuss next steps.
- d. Mr. Seward presented the Board with information regarding Civic Plus, a software the Town is going to implement and has invited the District to be included in the new software. The Board requested more information.
- e. Mr. Seward presented the Board with calculations for the Hill Holdings property to determine tap fee rates. The calculations concluded that they use an equivalent of sixteen and one-half (16.5) single-family units. The Board discussed updating billing and charging for a total of sixteen (16)

taps, ten (10) more to add to the existing six (6), and the 2020 price point. Mr. Heller made a motion for Hill Holdings to be billed for 14 water-using units, charged for the ten taps short, and to be grandfathered into the 2020 price of \$5,000 per tap for those ten taps. Mr. Sammons seconded the motion, which unanimously carried.

#### **8. EXECUTIVE SESSION**

Mr. Sammons made a motion to enter into executive session Pursuant to C.R.S. § 24-6-402(4)(a), for the purpose of discussing ownership and easements to certain alley parcels and sewer lines, and C.R.S. § 24-6-402(4)(e), for discussion of accounting services a matter which is subject to negotiation. Mr. Menhennett seconded the motion, which unanimously carried.

The Board entered into executive session at 7:53 PM and exited executive session at 8:28 PM.

#### **9. ACTION AS A RESULT OF EXECUTIVE SESSION**

Mr. Hassler made a motion to rescind the directive to staff to seek bills of sale for the sewer line within the alley of Park Avenue and Central Avenue, east of 17<sup>th</sup> Street. Mr. Heller 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 meeting was adjourned at 8:30 PM

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



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Jack Seward  
Recording Secretary