

**KREMMLING SANITATION DISTRICT**

**RESOLUTION 2026-01-01**

**ANNUAL ADMINISTRATIVE RESOLUTION**

**WHEREAS**, the Kremmling Sanitation District (the “District”) is a quasi-municipal corporation and political subdivision of the State of Colorado, located in the County of Grand, 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**, the Board has a duty to perform certain obligations in order to assure the efficient operation of the District and hereby directs its staff and consultants to take the following actions.

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

1. Boundary Map. The Board directs the District’s Manager to cause an accurate map of the District’s boundaries to be prepared in accordance with the standards specified by the Division of Local Government (the “Division”) and to be filed in accordance with C.R.S. § 32-1-306.
2. Contact Information. The Board directs the District Manager to notify the Board of County Commissioners, the County Assessor, the County Treasurer, the County Clerk and Recorder, the governing body of any municipality in which the District is located, and the Division of the name of the chairman of the Board, the contact person, telephone number, and business address of the District, as required by C.R.S. § 32-1-104(2).
3. Audit. The Board directs the District Manager to:
  - a. Obtain proposals for auditors to be presented to the Board.
  - b. Cause an audit of the annual financial statements of the District to be prepared and submitted to the Board on or before June 30.
  - c. Cause the audit to be filed with the State Auditor by July 31, or by the filing deadline permitted under any extension thereof, all in accordance with C.R.S. § 29-1-603(1) and 606.

4. Budget. The Board appoints the District Manager as the District's budget officer and directs them to submit a proposed budget to the Board by October 15 and prepare the final budget and budget message, including any amendments thereto, if necessary. The Board also directs the District Manager to perform the property tax limit calculation, if required by C.R.S. § 29-1-306, and to inform the Board of the result of such calculation. The Board directs the District's Manager to schedule a public hearing on the proposed budget or amendments, as applicable, and to post or publish notices thereof. The Board directs the District Manager to prepare all budget resolutions. The Board directs the District's Manager to file the budget, budget resolution, and budget message with the Division on or before January 30, all in accordance with C.R.S. § 29-1-101, et seq.
5. Expense Monitoring. The Board directs the District Manager to monitor all expenditures and, if necessary, to notify the Board when expenditures are expected to exceed appropriated amounts.
6. Unclaimed Property. The Board directs legal counsel to cause the preparation of the Unclaimed Property Act report and submission of the same to the State Treasurer by November 1 if there is property presumed abandoned and subject to custody as unclaimed property, in accordance with C.R.S. § 38-13-110.
7. Mill Levy Certification. The Board directs the District Manager to prepare the mill levy certification form and directs the same to file the mill levy certification form with the Board of County Commissioners on or before December 15, in accordance with C.R.S. § 39-5-128.
8. Legal Notices. The Board directs that all legal notices be filed in accordance with C.R.S. § 32-1-103(15).
9. Conflicts of Interest. The Board hereby determines that each member of the Board shall, for any potential or actual conflicts of interest, complete conflicts of interest disclosures and directs the District Manager to file the conflicts of interest disclosures with the Board and with the Colorado Secretary of State at least seventy-two (72) hours prior to every regular and special meeting of the Board, in accordance with C.R.S. § 32-1-902(3)(b) and § 18-8-308. Written disclosures provided by Board members required to be filed with the governing body in accordance with C.R.S. § 18-8-308, shall be deemed filed with the Board when filed with the Secretary of State. Additionally, at the beginning of each year, each Board member shall submit information to legal counsel regarding any actual or potential conflicts of interest and, throughout the year, each Board member shall provide legal counsel with any revisions, additions, corrections, or deletions to said conflicts of interest disclosures.
10. Custodian of Records. The Board appoints the District Manager as official custodian for the maintenance, care, and keeping of all public records of the

District, in accordance with C.R.S. § 24-72-202. The Board hereby directs its legal counsel, accountant, manager, and all other consultants to adhere to the Colorado Special District Records Retention Schedule as adopted by the District.

11. Posting of Meeting Notices. The Board directs the District's Manager to post notice of all regular and special meetings in accordance with C.R.S. § 32-1-903(2) and C.R.S. § 24-6-402(2)(c). The Board hereby designates <https://www.kremmlingsd.org> as the District's website for the posting of its regular and special meeting notices. The District shall post notice of any special meetings or public hearings physically at the Kremmling Post Office and Kremmling Town Hall. The Board directs the District's Manager to provide the website address set forth above to the Division for inclusion in the inventory maintained pursuant to C.R.S. § 24-32-116.
12. Board Meetings. The Board determines to hold regular meetings on the second Monday of each month at 6:00 p.m. at 300 Eagle Avenue, Kremmling, Colorado, and by telephone, electronic, or other means not requiring physical presence. All notices of meetings shall designate whether such meeting will be held by electronic means, at a physical location, or both, and shall designate how members of the public may attend such meeting, including the conference number or link by which members of the public can attend the meeting electronically, if applicable. All Board members attending the meeting remotely shall do so in a manner that enables them to hear, see, and speak to engage in two-way communication during the meeting.
13. District Website. The Board directs the District's Manager to maintain the District's website in compliance with state and federal requirements and to make such documents and information required by C.R.S. § 32-1-104.5, and other applicable laws, rules, and regulations, available to the public on the District's website.
14. Annual Report. The Board directs the District's Manager to cause the preparation of and the filing with the Board of County Commissioners or the governing body of any municipality in which the District is located, the Division, the State Auditor, the County Clerk and Recorder, and any interested parties entitled to notice pursuant to C.R.S. § 32-1-204(1), an annual report in accordance with C.R.S. § 32-1-207(3)(c).
15. Insurance. The Board directs the District's Manager to obtain proposals and/or renewals for insurance, as applicable, to insure the District against all or any part of the District's liability, in accordance with C.R.S. § 24-10-115. The Board directs the District's Manager to review and update the District's property schedule as needed, and no less than annually. The Board appoints the District's Manager as its proxy for the SDA Annual meeting for voting and quorum purposes. The Board hereby opts to include elected or appointed officials as employees within the meaning of C.R.S. § 8-40-202(1)(a)(I)(A).

16. Transparency Notice. The Board hereby directs the District's Manager to prepare the disclosure notice required by C.R.S. § 32-1-809. and to disseminate the information to the electors of the District accordingly. Further, the Board hereby designates the following website as the District's official website for the purposes thereof: <https://www.kremmlingsd.org>.

17. Officers of the District. The Board appoints the following officers of the District:

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

18. Recording Secretary. The Board appoints the District Manager as the Board's recording secretary and directs the same to prepare and keep books, records, and minutes of all proceedings of the Board and to retain the same in compliance with applicable law.

19. Newspaper of Record. The Board designates the Middle Park Times, a newspaper of general circulation serving the boundary of the District, as the District's official newspaper for posting of legal notices.

20. Severability. If any part, section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.

21. Effective Date. This Resolution shall take effect immediately upon adoption.

ADOPTED by the Board this 12th day of January 2026.

**KREMMLING SANITATION DISTRICT**

By: *Noble Underbrink*  
Noble Underbrink (Jan 13, 2026 13:50:38 MST)  
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Noble Underbrink  
President

ATTEST:

*Alan N. Hassler*  
Alan N. Hassler (Jan 26, 2026 19:37:39 MST)  
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Alan N. Hassler  
Secretary