

CUCHARAS SANITATION AND WATER DISTRICT (CSWD)  
16925 STATE HIGHWAY 12  
CUCHARA, COLORADO 81055  
Regular Meeting Minutes of the Board of Directors  
May 12th, 2023

1. **CALL TO ORDER:**  
Larry Dasenbrock opened the meeting at 9:03 am
2. **PLEDGE OF ALLEGIANCE:**  
The pledge of allegiance was led by Larry Dasenbrock
3. **ROLL CALL:**  
LARRY DASENBROCK: Present  
DAVID GEORGE – Present via Telecom  
JIM ALT - Present  
STEVEN DAVIS – Present  
RON BARBEE – Present  
**Staff present:** Julia Shroust & Kristan Lowe  
**Visitors present:** Adam Battaia
4. **Approval of Agenda:**  
Larry Dasenbrock asked if there were any changes or additions to today's agenda. There was none.  
**Jim Alt made a motion to approve the May 12<sup>th</sup>, 2023 agenda as presented. Ron Barbee seconded the motion. All in favor. Motion carried, 5/0.**
5. **MINUTES CORRECTION AND APPROVAL: April 7th, 2023 Regular Meeting Minutes:**  
Board members reviewed the April 7th, 2023 Regular Meeting Minutes prior to today's meeting. Larry Dasenbrock asked if there were any changes or additions. There were none. Board members thanked David George for his years of dedicated volunteer service for the district and excused him from his duty as Vice President for CSWD. David attended today's meeting to help with the approval of minutes from the previous board meeting and his duties are officially done.  
**Steven Davis made a motion to accept the April 7th, 2023 Regular Meeting Minutes as presented. Jim Alt seconded the motion. All in favor. Motion carried, 5/0.**
6. **Oath of Office & Election of Officers:**  
Larry Dasenbrock recited the Oath of Office with both Ron Barbee and Steven Davis. Ron Barbee will be serving a 2 year term while Steven will serve the remaining 4 years. The board will continue to request letters of interest for the position open now that David George's term has ended. The board decided to wait to assign roles and responsibilities until after all positions have been filled.
7. **TREASURER'S REPORT:**  
Jim Alt explained that he and Julia Shroust were ready to ask for approval for the March 2023 Treasurer's report. Jim explained some accounting items were still being reviewed in the QuickBooks software program and that they are fairly confident the numbers presented are correct. Julia will continue to work with Wilklow & Associates an accounting support group to fine tune the report and to ensure the numbers are in line with typical outcomes. Jim mentioned the salary line item was higher in March due to 3 pay periods and an extra meeting paid to board members. Jim Alt advised the audit payment will be made in July. Jim went over the debt reserve account balances from the ColoTrust accounts and said the district is in good standing. He explained that in March the district saw gains on interest and that the net asset value of edge accounts are improving, reflecting unrealized gains so far for the year. Jim and Julia suggest approving the March treasurer's report and making a revision at a later date if necessary. The board agreed. Julia Shroust will present both April and May 2023 Treasurer's Report's at the June 2023 board meeting.  
**Ron Barbee made a motion to accept the 2023 Treasurer's Report as presented and will allow revisions to be discussed at a later date if necessary. Steven Davis seconded the motion. All in favor. Motion carried, 4/0.**
8. **Public Forum:** Nothing to report
9. **REPORTS OF OFFICERS, COMMITTEES PROFESSIONAL CONSULTANTS and STAFF:**
  - a. **Operations Status Report:** Jim Alt covered operations items provided by Glenn Hillis
  - b. **Administrator Report:** Reported by Julia Shroust, Detailed Report Attached
  - c. **Water Stewardship Committee Report:** Nothing to report  
Jim Alt was unable to attend the HCWCD meeting but said that he would obtain the minutes and report back next month.

**d. Legal Case Updates**

Jim Alt went over the email provided by Stuart Corbridge of Vranesh and Raisch and briefly reviewed each case. There are no new cases and no action is needed by the board at this time. Jim did mention the US Forest Service Permit has finally arrived and they are now just waiting on C Dot. Stuart Corbridge is reviewing case 21CW3084 and will provide an update but Jim explained an opposition is needed by June 30<sup>th</sup>, 2023. Jim Alt will review and stay in touch with Stuart as needed.

**e. Rules and Regulations Committee report:**

The committee hopes to regroup in June to continue revisions on section 6. Steven asked that Julia Shroust or Kristan Lowe share the latest version with him. Jim Alt reiterated the importance of document control and asked the staff to be cautious when handling mark ups on the correct versions.

**f. Personnel Committee: Nothing to Report**

**g. Information Technology Update:**

Jim Alt explained the internet should be working at the Spanish Peaks Plant very soon. Jim Alt and Steven Davis also asked that the staff work to improve the quality of the board room conference calling features. Kristan and Julia will work with Steven to find a solution. Jim requested that if the staff or board receive any spam emails that they forward them to him, so that he and Hayden can block the senders if necessary.

**h. Reports of Officers:**

Jim Alt reminded board members to sign up for the SDA workshops. Jim Alt is attending the workshop in Denver on June 22<sup>nd</sup>, 2023. Steven Davis mentioned he will begin research on the Federal Infrastructure grant to try to get funds to help obtain fiber to the water plant.

**10. OLD BUSINESS:**

• **Job Safety Analysis:**

The board explained we the district will continue to follow the initiatives and safety item list provided by David George. David had mentioned the field workers need for non slip boots and he recommended the district participate in AED and CPR training. David also recommended reaching out to Kyle for respirator recommendations. He also asked that the field workers order a new ADA compliant handicap parking only sign for the office parking lot.

• **Baker Creek Plant Project Update:**

Jim explained Trevis Smith from GMS Consulting Inc. has requested a new service agreement for the design and construction phase for the water filtration plant. He explained there will be updates made to the structure, window treatments and general work around the building. Jim Alt will review the service agreement comments and asked for the other board members to contribute and review by the next board meeting. Jim also said they were still waiting for a repair quote from Ron Jameson with Chaparral Construction to rebuild the parshall flume & diversion gate. Jim explained the first contract with GMS regarding the PNA submittal is complete and that Julia should watch for an invoice. A portion of that invoice will be covered by a grant from the state. Jim explained we are now in a waiting period. CDPHE is still reviewing the PNA so the design phase has been stalled. Jim explained there is a large backlog for PNA reviews and that it could be a long wait for CDPHE.

• **Paymentus Billing – CSWD Customer Portal Update:**

Steven Davis will continue to work with the office staff to research options for the online customer portal. Kristan Lowe explained the preferred provider of Paymentus is Invoice Cloud and they have sent us an updated quote. We are still waiting to see how to proceed for payments. Kristan Lowe will share customer data from Caselle with Steven Davis.

• **CSWD Staffing Update:**

Kristan Lowe mentioned the need for part time help and that she has been in contact with a person who showed interest but then hasn't replied. Kristan will continue to try to recruit help for office related items but that there has been no interest yet. Kristan Lowe stated she would like to go back to her part time schedule of 3 days per week for the summer months. Jim Alt said to go ahead and post an ad in the World Journal for part time office help. Board members suggested posting in the La Junta tribune to try to find a candidate for General Manager. Steven Davis will also provide some links for online job postings. Larry Dasenbrock mentioned a 5% raise has been given to Glenn

Hillis and that his interim period for Operations Field Team Lead is over. Glenn's pay increase is effective immediately. The office staff will work on getting quotes for newspaper and online postings.


- **Executive Committee Update (ExCom):**  
Nothing to Report. New Executive Committee will include Jim Alt and Larry Dasenbrock until the next board meeting.
- **Wastewater Plant Blower Update:**  
Jim Alt covered this during the Operations report on section 9, A. The blowers should arrive by the end of the month.

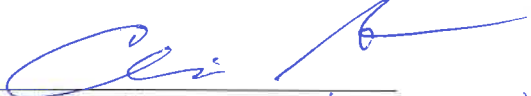
**11. NEW BUSINESS**

- **Board Vacancy Interest**  
Board members asked that Julia ShROUT post an ad in the Huerfano Journal to run for 3 postings. The board has 60 days from May 2<sup>nd</sup>, 2023 to find a new board member or the state will appoint a member to the district.
- **Election Update**  
Larry Dasenbrock and Jim Alt covered this item under section 6.
- **Change Board Meeting Date:**  
Jim Alt will be unavailable on June 9<sup>th</sup>, 2023 to attend the regular board meeting and he asked if it would be okay with the other board members to change the date of the meeting from June 9<sup>th</sup>, 2023 to June 16<sup>th</sup>, 2023 so that he will be able to participate. The new date works well for everyone else and Jim will participate on June 16<sup>th</sup>, 2023 via telecom. Kristan, Julia and Steven will ensure the conference room is ready to go for a virtual meeting.  
**Jim Alt made a motion to change the meeting date for the regular board meeting of the directors from June 9<sup>th</sup>, 2023 to June 16<sup>th</sup>, 2023. Steven Davis seconded the motion. All in favor. Motion carried, 4/0.**

**12. Adjournment:**

**Jim Alt made a motion for an adjournment of today's meeting. Steven Davis seconded the motion. All in favor. Motion carried, 4/0. The meeting was adjourned at 11:09 am.**

  
Larry Dasenbrock: President

  
Vice President - Christopher Smith

  
Jim Alt - Treasurer

  
Steven Davis: Secretary

  
Ronald Barbee: Director at Large

