

CUCHARAS SANITATION AND WATER DISTRICT (CSWD)  
16925 STATE HIGHWAY 12  
CUCHARA, COLORADO 81055  
Regular Meeting Minutes of the Board of Directors  
November 17th, 2023

1. **Call to Order:**

Larry Dasenbrock called the meeting to order at 9:52 am.

2. **PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was led by Larry Dasenbrock during the start of the CSWD 2024 Budget Public Hearing

3. **ROLL CALL:**

LARRY DASENBROCK: Present

JIM ALT – Present

STEVEN DAVIS-Present

RON BARBEE- Present

CHRIS SMITH-Present

**Staff present:** Terry Sykes, Julia Shrout & Kristan Lowe

**Visitors present:** None

4. **Approval of Agenda:**

Larry Dasenbrock asked if there were any changes or additions to today's agenda. There were none.

**Jim Alt made a motion to approve the November 17<sup>th</sup>, 2023 Regular Board meeting agenda as presented. Steven Davis seconded the motion. All in favor. Motion carried, 5/0.**

5. **MINUTES CORRECTION AND APPROVAL: October 13<sup>th</sup>, 2023 Regular Meeting Minutes:**

Board members reviewed the October 13<sup>th</sup>, 2023 Regular Meeting Minutes draft prior to today's meeting. Larry Dasenbrock asked if there were any changes or additions. There was a minor change pointed out by Director, Ron Barbee. The first bullet of section 11, New Business should have Jim Alt seconding the motion made and not Ron Barbee. The minutes were amended and corrected during today's meeting as requested. A new copy of the minutes were provided for signatures.

**Chris Smith made a motion to approve the October 13<sup>th</sup>, 2023 Regular Meeting Minutes as presented. Jim Alt seconded the motion. All in favor. Motion carried, 5/0.**

6. **Discuss and Approve October 2023 Treasurer's Report**

Jim Alt provided an update for the Treasurer's Report through October 2023. He reviewed the financial documents from October 2023 and gave the board members a chance to ask questions. Jim provided an overview of the cumulative items through October and went over pages 1 & 2 of the treasurer report documents. He mentioned the district is seeing a benefit from the high interest rates. A final payment was made to Mackey Construction for the head gate rebuild project. Jim also mentioned the loan payment was made on November 1<sup>st</sup>, 2023 and that the debt reserve account was built up to help cover the loan payment made on November 1<sup>st</sup>. Julia Shrout provided the transaction detail and expense report from the QuickBooks accounting program. Jim Alt also reviewed the trend chart and reported that reserves were holding steady.

**Ron Barbee made a motion to accept the October 2023 Treasurer's Report as presented. Steven Davis seconded the motion. All in favor. Motion carried, 5/0.**

7. **Public Forum: Nothing to Report**

8. **REPORTS OF OFFICERS, COMMITTEES PROFESSIONAL CONSULTANTS and STAFF:**

a. **Operations Status Report: Operations items provided by General Manager (GM) Terry Sykes**

General Manager Terry Sykes provided an update regarding happenings in the field. Terry mentioned that there were no drinking water violations from CDPHE but that violations were reported for September and October at the Wastewater Treatment Plant. He explained he has met with the former ORC consultant, Mark Foxworthy to make necessary adjustments and that the issues have been resolved as much as possible. Terry mentioned the land apply project has been completed and that the PFAS results were pending. He will wait for the state to give him the next steps. Terry provided a brief staffing update and explained that part time receptionist, Jaycee LaGow's last day was on October 13<sup>th</sup>, 2023.

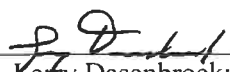
b. **Administrator Report: Reported by Julia Shrout, Detailed Report**


Julia gave a brief update and went over the documents that will need signed for GMS Consulting Inc. The documents from GMS will need further review and board member Jim Alt asked for more time to look them over.

**Jim Alt made a motion to allow board president Larry Dasenbrock to sign the GMS documents after he is given the chance to review the documents from GMS. Board president will sign pending evaluation by board treasurer, Jim Alt. Ron Barbee seconded the motion. All in favor. Motion carried, 5/0.**

Julia also mentioned that she has been talking with potential accounting firms for the required yearly audit. She presented a few quotes and explained she will reach out to the most qualified firm to discuss a possible long term relationship.

- c. **Water Stewardship Committee Report: Nothing to report**, Jim Alt did mention they are having a holiday get together on December 8<sup>th</sup>, 2023 and that he plans to attend.
- d. **Legal Case Updates**  
Jim Alt explained that there are no new cases or applications and no action is needed by the board at this time. He has been meeting with former board president, Jim Berg to review the district's EQR's status. Jim said he believes they are at a point where they can involve Stuart Corbridge of Vranesh and Raisch for a final review and get his suggestions on how to move forward. Jim Alt will reach out to Stuart to see if he can come to the district for a discussion. Jim Alt explained Stuart said there is no need to involve DiNatale in the EQR discussion and that Stuart will keep an eye on the Blouin case. Terry Sykes and Jim Alt plan to review the exhibits for CDOT Right of Way agreement .
- e. **Rules and Regulations Committee report:**  
Kristan Lowe shared a copy of the tracked changes for Sections, 1-6, 7 & 8 of the Rules and Regulation's document as requested. Sections 9-12 still need to be reviewed by the committee or the CSWD legal team. Terry Sykes plans to review the service fees on Appendix A.
- f. **Personnel Committee: Nothing to Report**
- g. **Information Technology Update:**  
Nothing to report other than Terry Sykes reported that he worked with Hayden Alworth (Computer Kernel) to set up his new CSWD laptop and that it's working properly for him.
- **Reports of Officers:**  
Larry Dasenbrock invited all staff and board members to his annual Christmas breakfast. He and his wife Lisa plan to host here at the CSWD office on December 14<sup>th</sup>, 2023 at 8:00 am. Spouses are invited.
9. **OLD BUSINESS:**
- **Baker Creek Plant Project and Diversion Headgate Upgrade:**  
There is nothing new to report other than as previously mentioned, Jim Alt plans to review the documents received from GMS and that the project is on hold while waiting for CDPHE to approve the requirements for the actual water filtration plans.
  - **Paymentus Billing Update:**  
Kristan Lowe and Steven Davis are working on a text file report from the Caselle Utility Billing system. Steven will continue to test his script based on the newest data.
10. **NEW BUSINESS**
- **Rate Increase – Service Fees & Contractor Rate Discussion:**  
Terry will begin reviewing the Appendix to be sure the rates listed for service fees and contractor fees are appropriate. He is working with Kristan Lowe to review the Rules and Regulations document and will report back.
  - **Executive Committee Update (ExCom):**  
Larry, Kristan and Terry Sykes met during the week of November 13<sup>th</sup>, 2023 to plan the agenda for the November 17<sup>th</sup>, 2023 Regular Board Meeting and Budget Hearing. The new Executive Committee members will include Terry Sykes, Larry Dasenbrock and Steven Davis until the December 8<sup>th</sup>, 2023 board meeting. Chris Smith will fill in if Larry Dasenbrock should be unavailable.
  - **Panadero Ski Corp Water Discussion:**  
Jim Alt provided a rate option table for providing snow making water and board members discussed the next steps. Jim Alt recommends extending the agreement on the condition that all snow making water must be measured. Chris Smith reassured the board that the proper meter will be installed.  
**Steven Davis made a motion to allow Jim Alt to negotiate the PSC water rate options and to extend the PSC Corp snow making agreement as discussed. Chris Smith seconded the motion. All in favor. Motion carried, 5/0.**
  - **Auditor Estimates: Nothing to report. Discussed on section 8b.**
11. **Adjournment:**  
**Steven Davis made a motion for an adjournment of today's meeting. Chris Smith seconded the motion. All in favor. Motion carried, 5/0. The meeting was adjourned at 11:23 am.**

  
Larry Dasenbrock: President

  
Chris Smith - Vice President

  
Jim Alt – Treasurer

  
Steven Davis: Secretary

  
Ronald Barbee: Director at Large