

CUCHARAS SANITATION AND WATER DISTRICT (CSWD)
16925 STATE HIGHWAY 12
CUCHARA, COLORADO 81055
Minutes of the Board of Directors Regular Meeting
October 11th, 2024

1. Call to Order:

Larry Dasenbrock called the meeting to order at 9:00 am

2. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Larry Dasenbrock

3. ROLL CALL:

Larry Dasenbrock: Present

Jim Alt – Present

Steven Davis- Present via Telecom

Ron Barbee- Present

Chris Smith – Absent (Excused)

Staff present: Terry Sykes, Julia Shrout & Kristan Lowe

Visitors present: None

4. Approval of Agenda:

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

Jim Alt made a motion to approve the October 11th, 2024 Regular Board meeting agenda as presented. Ron Barbee seconded the motion. All in favor. Motion carried, 4/0.

5. MINUTES CORRECTION AND APPROVAL: September 13th, 2024 Regular Meeting Minutes:

Board members reviewed the September 13th, 2024 Regular Meeting Minutes prior to today's meeting.

Larry Dasenbrock asked if there were any changes or additions. There were none.

Jim Alt made a motion to approve the September 13th, 2024 Regular Meeting Minutes as presented.

Steven Davis seconded the motion. All in favor. Motion carried, 3/0. Larry Dasenbrock abstained from the vote as he was absent from the September Board Meeting.

6. Treasurer's Report -Review & Approval of August 2024 Treasurer's Report

Jim Alt provided a brief update and reviewed operating income, operating expenditures, capital expenditures and the CSWD debt reserve accounts. He explained that this report reflects with and without the county income. Expenditures were under budget for September. Professional services included pump repairs made by Royal Electric. Capital expenses included a used 4 wheeler purchased for snow removal purposes. Jim mentioned the debt reserve account were well positioned for the loan payment due on November 1st, 2024. Jim reiterated that the district might be in danger of not meeting the loan covenant requirements and requested that staff try to limit spending to non-discretionary items only. He also mentioned a review of Appendix A is in progress to prepare for a necessary rate increase. Jim reviewed the trend chart which was expected and he mentioned the cash flow increased.

Ron Barbee made a motion to approve the September 2024 Treasurer's Report as presented. Steven Davis seconded the motion. All in Favor. Motion carried, 4/0.

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**

Terry provided a brief update regarding happenings in the field. He provided water production data. He explained that CSWD field worker Laurence Burgess attended training on the activated sludge process. Laurence and Tanner Sporcich have also taken a free training course on sampling techniques. Terry has been working with CDPHE to update the district population data. He met with the developer Mark Lancaster from Dos Suenos LLC, regarding the new lots on Panadero Ave. They have come up with a tentative agreement regarding the fire hydrant requirements. Dos Suenos LLC may pay for the installation of one fire hydrant. Terry is helping getting quotes. Terry mentioned a new water and sewer tap installation on Emerald Ave. and expects another soon on Baker Creek Ct. He has also been in contact with a customer across from the Pinehaven subdivision regarding a new tap. Terry provided an update on new meters that have been installed and informed the board of 15 hydrants that have been flushed.

b. Administrator Report: Reported by Julia Shrout

Julia Shrout provided an update and explained she completed the workers compensation and the Property & Liability insurance renewals. She explained the CEBT health insurance renewals were due on October 11th, 2024 and that she has to submit the renewal paperwork through the online portal by the end of today. Julia mentioned she and Kristan Lowe attended training provided by RCAC to prepare for the water operator test. Julia has been working to obtain quotes for a new phone and internet provider. She explained Jade Communications is the more affordable option and that she is calling other businesses to see how their service has helped to improve their phone and internet. Steven asked Julia to look into the download and upload speeds and to work with Hayden Alworth from the Computer Kernel to ensure this provider will work for the district.

c. Water Stewardship Committee Report: Nothing to Report

d. Legal Case Updates

Board members reviewed an email update from Stuart Corbridge of Vranesh and Raisch. Stuart advised the board there are no new cases and no action is needed at this time. Stuart visited CSWD to discuss certain items and tour the Britton Ponds. Jim mentioned the Dead Man Creek diversion was located. They also toured the new diversion and head gate at Baker Creek. Stuart provided information regarding the Ballejos Ditch exchange process and how that supports the plan for augmentation.

e. Personnel Committee: Nothing to Report

f. Executive Committee Calendar:

Steven Davis will be the rotating member for the Executive Committee and will be available from October 11th, 2024 through November 8th, 2024.

g. Information Technology Update: Nothing to Report

h. Reports of Officers: Nothing to Report

9. OLD BUSINESS:

• **Baker Creek Plant Project Update:**

Jim Alt explained GMS has submitted the final design for the Baker Creek facility. He mentioned phase 1 included the filter package itself, and phase 2 is the actual implementation into the refurbished plant. The complete design has been received by CDPHE. Terry explained the overhead doors have been installed and the inspection has been completed on the existing intake structure. Jim expects the final plant design approval 4 months from October 4th, 2024. GMS surveyed the new diversion and the inside of the building. Terry explained the next steps were to remove the old insulation and that he will request an inspection of the existing electrical items to determine if they can restore the original 100 amp services. Jim plans to meet with Larry to

review the most recent GMS invoice and board members will allow Larry to sign Invoice No. 9 pending Jim’s review of the invoice.

Jim Alt made a motion to allow Larry Dasenbrock as CSWD Board President to sign GMS Invoice No. 9 contingent upon review. Ron Barbee seconded motion. All in favor. Motion carried, 4/0.

- **Dos Suenos LLC. Development Discussion:**

Terry Sykes covered this item during his Operations Report Update. Please refer to Section 8, A.

- **CEBT Health Insurance Renewals:**

Board members discussed Health Insurance coverage options presented by Julia Shrout.

Considering the health plan cost increase for 2025, they agreed the PPO option 6 will be the best option at this time.

Jim Alt made a motion to approve the PPO 6 option from CEBT as discussed. Ron Barbee seconded the motion. All in favor. Motion carried, 4/0.

- **Present 2025 Preliminary Budget:**

Jim Alt provided hard copies of the proposed 2025 budget and explained the planning process. He mentioned the budget didn’t include the property tax backfill and that the 2024 correction will not affect the 2025 number projected. He showed the service fees will increase by 11%. The proposed service fee increase will be from \$90 to \$100 per month for water and sewer. Jim requested the CSWD staff draft a public briefing to include both the Budget and Rate increase hearing to be held on December 6th, 2024. Jim mentioned other items from the Appendix A that will increase including contractor and pond delivery fees. Board members encouraged Julia Shrout to look into any grants or funding that could help the district. Jim requested any comments or corrections be made before presenting the proposed budget draft in December.

10. NEW BUSINESS

- **Future Board Meeting Schedule**

Jim Alt advised that he is unable to make it to the November 8th, 2024 Regular Board meeting but that he plans to phone in. Board members mentioned weather delays could cause an issue for the meeting start times. Larry Dasenbrock proposed changing the start time from 9:00 am to 1:00 pm for the meetings that occur during November to April. Board members decided to table this item until the next board meeting. CSWD will post in the World Journal newspaper to advise our customers of the upcoming public Budget and Rate hearings.

11. Executive Session Pursuant to C.R.S. §24-6-402

Executive Session was not entered

12. Adjournment:

Jim Alt made a motion for an adjournment of today’s meeting. Ron Barbee seconded the motion. All in favor. Motion carried, 4/0. The meeting was adjourned at 11:46 am. The next regular board meeting will be held on November 8th, 2024.

Larry Dasenbrock-President

Chris Smith-Vice President

Jim Alt – Treasurer

Ron Barbee – Director at Large

Steven Davis – Secretary