

CUCHARAS SANITATION AND WATER DISTRICT (CSWD)
16925 STATE HIGHWAY 12
CUCHARA, COLORADO 81055
Regular Meeting Minutes of the Board of Directors
August 11th, 2023

1. **CALL TO ORDER:**

Larry Dasenbrock opened the meeting 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

RON BARBEE-Present

CHRIS SMITH-Present

Staff present: Julia Shrout & Jaycee LaGow

Visitors present: Terry Sykes

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 August 11th, 2023 agenda as presented. Ronald Barbee seconded the motion. All in favor. Motion carried, 5/0.

5. **MINUTES CORRECTION AND APPROVAL: July 14th, 2023 Regular Meeting**

Board members reviewed the July 14th, 2023 Regular Meeting Minutes prior to today's meeting. Larry Dasenbrock asked if there were any changes or additions. There were a change made to Section 9, Old Business. Board member Larry Dasenbrock asked that it be removed as staffing issues have been resolved.

Larry Dasenbrock made a motion to accept the July 14th, 2023 Regular Meeting Minutes as amended. Staff made changes to minutes during today's meeting. Chris Smith seconded the motion. All in favor. Motion carried, 5/0.

6. **Treasurer's Report:**

• **Discuss and Approve July 2023 Treasurer's Report**

Jim Alt reviewed financial documents from July 2023 and gave the board members a chance to ask questions. He provided an overview of the cumulative items through July and reviewed page 1 & 2 of the treasurer report documents. Jim explained the operational expenses are 9% under budget, and mentioned the electric bill for the previous month was on the high side. Julia reported that Todd Eddleman's last settlement payment has been made and that the district paid out \$13,936 in total for unemployment benefits. Jim Alt explained the district is probably on-budget including charges for water and wastewater reporting that are captured in Professional services. Jim advised that the district has made the initial payment to Mackey Construction for the work being completed for the Baker Creek project. The district is in good standing and July was a good month.

Chris Smith made a motion to accept the July 2023 Treasurer's Report as presented. Ron Barbee seconded the motion. All in favor. Motion carried, 5/0.

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

a. **Operations Status Report: Operations items provided by Glenn Hillis**

Glenn has been training the new field worker Laurence Burgess and has been working with Mark Foxworthy for DMR items. Glenn mentioned a high-pressure issue on City Ave that he has been working to resolve. The district received a violation letter from CDPHE due processing at the wastewater plant that was not completed while Glenn was out of town but this issue has been resolved.

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

Julia has provided necessary updates to DOLA and Audit has been completed. She also became a notary.

c. **Water Stewardship Committee Report: Nothing to report**

Jim Alt is planning on covering as long as it is on August 28th.

d. **Legal Case Updates**

There are no new cases and no action is needed by the board at this time. Jim Alt reviewed the email update provided by Stuart Corbridge of Vranesh & Raisch and explained that Stuart does not want us to exchange to fill any additional ponds because it will open us up for more legal issues and a large amount of legal fees.


- e. **Rules and Regulations Committee report: Nothing to Report**
- f. **Personnel Committee: Nothing to Report**
- g. **Information Technology Update: Nothing to Report**
- **Reports of Officers:** Jim Alt and Terry Sykes explained that the CDPHE needs to be notified that the Dodgeton plant has been retired

8. OLD BUSINESS:

- **Baker Creek Plant Project Update: Nothing to Report – Payment made to Mackey Construction**
- **Diversion Headgate Upgrade: Nothing to Report**
- **CSWD Staffing Update:**
Hired Jaycee LaGow for part time receptionist duties and Laurence Burgess for field worker duties. CSWD is fully staffed going into winter, possibly looking into hiring another person in the spring for summer.
- **Paymentus Billing – CSWD Customer Portal Update:**
Steven Davis Getting closer to completing the code to provide a script to Paymentus for the online customer portal.
- **Facilities Security Plan Update:**
The Office and Facilities will be getting new locks. Staff will work with Hayden to obtain quotes.
- **Executive Committee Update (ExCom):**
New Executive Committee will include Jim Alt, Terry Sykes and Larry Dasenbrock until the next board meeting on September 15th, 2023.

9. NEW BUSINESS

- **SDA Conference Discussion:**
Board members discussed the upcoming Special District’s Association conference. The conference takes place on September 12th, 13th & 14th and Julia ShROUT reminded the board that accommodations are filling up fast. Julia ShROUT also explained she will be looking into scholarships for the new staff or board members to attend at a discounted rate. Jaycee completed a list of the sessions provided for the attendees to fill out and go to as many sessions as they deem necessary.
- 10. Century Bike Ride to use CSWD parking lot & restroom facilities on August 12th,2023**
 - **Jim Alt made a motion to approve the Century Bike Ride to use CSWD parking lot & restrooms. Chris Smith seconded the motion. All in favor. Motion carried, 5/0.**
- 11. Request to change September 2023 board meeting from September 8th,2023 to September 15th,2023**
 - **Jim Alt made a motion to approve moving the board meeting to September 15, 2023. Ron Barbee seconded the motion. All in favor. Motion carried, 5/0.**
- 12. “Delinquency action” per the CCFWU memo**
 - Board members asked that staff compile a list of eligible delinquent accounts. Certified letters will need to be mailed to all past due clients. Jim Alt asked that the staff include all histories for each past due customer.
- 13. 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 10:46 am.



Larry Dasenbrock: President



Chris Smith - Vice President

via TeleCOM

Jim Alt – Treasurer



Steven Davis: Secretary



Ronald Barbee: Director at Large