

**CUCHARAS SANITATION AND WATER DISTRICT**  
**16925 STATE HIGHWAY 12**  
**CUCHARA, COLORADO 81055**  
**Regular Meeting Minutes of the Board of Directors**  
**March 11th, 2022**

**1. CALL TO ORDER:**

Larry Dasenbrock opened the meeting at 9:00 am.

**2. PLEDGE OF ALLEGIANCE:**

The pledge of allegiance was led by Jim Alt

**3. ROLL CALL:**

LARRY DASENBROCK: Present  
JAMES ALT: Present  
RONALD BARBEE: Present via telecom  
JAMES BERG: Present via telecom  
DAVID GEORGE: Present

**Staff present:** Shannon Shrout, Shaylee Andreatta & Kristan Lowe

**Visitors present:** NONE

**4. APPROVAL OF AGENDA:**

Larry Dasenbrock asked if there were any additions or changes to today's Agenda. There was a minor change made to Section 10, under New Business. The agenda bullet item for Discuss & Approve CSWD Personnel Policy has been omitted and will be discussed at the April 2022 board meeting.

**Jim Alt made a motion to approve March 11<sup>th</sup>, 2022 Agenda as Amended. Jim Berg seconded the motion. All in favor. Motion carried.**

**5. MINUTES CORRECTION AND APPROVAL: February 11<sup>th</sup>, 2022 Regular Meeting Minutes:**

Board members reviewed the February 11th, 2022 Regular meeting minutes prior to today's meeting. Larry Dasenbrock asked if there were any changes or additions needed. There were none.

**Jim Alt made a motion to approve the February 11th, 2022 Regular Meeting Minutes as presented. David George seconded the motion. All in favor. Motion carried.**

**6. TREASURER'S REPORT:**

- Jim Alt reviewed financial documents for February 2022 with the board and gave them a chance to ask questions. Jim provided an overview of the cumulative items through February and reviewed page 1 of the printed documents. He mentioned the capital income account reflects decrease in the net asset value of the Colotrust Edge accounts. Jim Alt mentioned the operating cash income and said the district was under budget for expenditures. Jim explained a capital item purchase was for 200 new water meters. The purchase was made to save the district in overall cost by purchasing in advance through Front Range Winwater. A double payment was made to SIEA for electric services, as their invoice arrived late. Lastly, Jim mentioned the district is anticipating making a payment for the interest and principal for the loan payment due in May. Overall February has been a typical month and that operating income is better than planned.  
**David George made a motion to approve the February 2022 Treasurer's Report as presented. Jim Alt seconded the motion. All in favor. Motion carried.**

**7. PUBLIC FORUM: Nothing to Report**

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

- a. **Operations Status Report: Reported by Shannon Shrout, Detailed Report Attached**
- b. **Administrator Report: Reported by Shaylee Andreatta, Detailed Report Attached.**

**c. Water Stewardship Committee Report:**

Jim Alt provided a brief update regarding the Huerfano County Water Conservatory District (HCWCD). He stated the collaborative shared the minutes from the meeting held on February 22nd, 2022. The minutes have been posted on the HCWCD website and that topics included the costs for Bruce Canyon and information regarding the new 50% design. He mentioned an engineer named Steve Smith has been providing his findings and sharing details at the meetings. Jim Alt suggested speaking with the CSWD water attorney, Stuart Corbridge of Vranesh and Raisch to help determine whether the district should continue to participate in the storage collaborative.

**d. Legal Case Updates:**

Jim Berg provided an update and explained that there are no new cases and that no action is needed by the board at this time. He reviewed the email update provided by Stuart Corbridge of Vranesh and Raisch and briefly reviewed each case. Jim mentioned the board will need to prepare an agenda for the meeting scheduled with Stuart on 4/20/2022. He suggested adding HCWCD Collaborative and White Creek question items to the agenda for Stuart. Jim encouraged all board members to attend the meeting.

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

Jim Berg stated the Rules and Regulation's document is under review and that he has been working with Shannon Shroust and Kristan Lowe to finalize revisions needed in section 6. The committee hopes to have the section ready for approval at the next board meeting. Kristan Lowe is working to incorporate all of the documents that Rheaanne Velie had been working on and merge them into one document.

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

**g. Personnel Policy Committee: Nothing to Report**

**h. Information Technology Update:**

Jim Alt advised the board that new workstations are needed and that he has been researching options for replacement. He stated there is some doubt with the stability regarding the new Windows 11 and that Windows 10 was planning to release an updated version. Jim Alt stated he will continue to research options and reminded the board that the purchase will come out of the 10k budgeted for office (capital) improvements.

**i. Reports of Officers: Nothing to Report**

**9. OLD BUSINESS:**

- **Job Safety Analysis –David George**  
Shannon Shroust mentioned Glenn Hillis completed his Confined Space training.
- **Collins Cole, Flynn Winn & Ulmer PLLC (CCFWU – Update Regarding Delinquent Accounts**  
Shaylee Andreatta provided an update. She explained the cost to file the necessary paperwork, specifically the Notice of Perpetual Lien Resolution. The delinquent customer is Amber Olsen of 488 Hill Rd and a balance of \$2700+ is owed. Board members will vote to approve to move forward with the lien process at the April 2022 board meeting.

**10. NEW BUSINESS:**

- **CCFWU – Letter of Engagement**  
Shaylee Andreatta provided a brief explanation regarding an engagement letter received from CCFWU. She explained that CSWD previously authorized CCFWU to transfer files from Collins Cockrel & Cole. She also mentioned that she reviewed the CCFWU rates provided in the agreement. Jim Alt encouraged Shaylee and Larry Dasenbrock compare this agreement with the original.  
**Jim Berg made a motion to authorize Larry Dasenbrock to sign the CCFWU Letter of Engagement for CSWD legal counsel services. Jim Alt seconded the motion. All in favor. Motion carried.**
- **Discuss and Approve CSWD Employee Compensation Policy**  
Board members reviewed this policy prior to today's meeting. David George explained the wording regarding cost of living was based on information provided by the state of Colorado, along with the consumer price index and Social Security Administration. Berg mentioned that he found section C to be confusing and recommended removing the wording

about Colorado State employee COLAs. Board members agreed and the change was made to the CSWD Compensation policy during today's meeting.

**Jim Alt made a motion to approve the revised CSWD Compensation policy with the revisions as presented. David George seconded the motion. All in favor. Motion carried.**

- **Discuss and Approve CSWD Emergency Closure Policy:**

Board members reviewed the CSWD Emergency Closure policy prior to today's meeting. All revisions have been completed.

**Jim Alt made a motion to approve the CSWD Emergency Closure policy as presented. David George seconded. Roll Call Vote: Larry Dasenbrock in favor, Ron Barbee in favor, David George in favor, Jim Alt in favor, Jim Berg opposed. Motion carried 4/1.**

**11. ADJOURNMENT:**

**Jim Alt made a motion for an adjournment of today's meeting. David George seconded the motion. All in favor. Motion carried. The meeting was adjourned at 10:36 am.**

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Larry Dasenbrock: Chairman

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David George: Vice Chairman

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Ronald Barbee: Secretary

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James T. Alt: Treasurer

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James Berg: Director