

CUCHARAS SANITATION AND WATER DISTRICT (CSWD)
16925 STATE HIGHWAY 12
CUCHARA, COLORADO 81055
Regular Meeting Minutes of the Board of Directors
June 16th, 2023

1. **CALL TO ORDER:**

Larry Dasenbrock opened the meeting at 9:01 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 after Section 6, Oath of Officer

Staff present: Julia Shroust & Kristan Lowe

Visitors present: Marshall Moore, Chris Smith (New Board Member)

4. **Approval of Agenda:**

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

Steven Davis made a motion to approve the June 16th, 2023 agenda as presented. Ron Barbee seconded the motion. All in favor. Motion carried, 4/0.

5. **Board Vacancy – Letter of Interest**

Board members spoke to the visitor present, Chris Smith. Chris will provide an official letter of interest to office staff after today's meeting. Chris gave an introduction and expressed interest in the vacant board position. Chris lives within the district boundaries and is anxious to volunteer. Based on Chris' qualifications and background, board members agreed he would be good fit to serve on the CSWD Board of Directors.

Steven Davis Made a motion to appoint Chris Smith to the CSWD Board of Directors, effective immediately. Ron Barbee seconded the motion. All in favor. Motion carried, 4/0.

6. **Oath of Office**

Larry Dasenbrock and Chris Smith recited the Oath of Office pursuant to §32-1-901, C.R.S. and Colorado Constitution Article 12, §9. Board members asked the CSWD office staff to add the term lengths and director information to the Cuchara.org website.

7. **Election of Officers – Assign Roles and Responsibilities**

Board Member Larry Dasenbrock explained he has some personal matters to attend to and he is going to be temporarily unable to fulfill his duties as board president. Larry stated that he will be unavailable until further notice, effective immediately after today's meeting. The board of director's are waiting to assign roles and responsibilities until a later date but decided they need to appoint a temporary president and vice president. David George was serving as the board vice president but the term has expired and CSWD doesn't have a current vice president in place. Board members decided Jim Alt will serve as temporary interim president, along with his normal treasurer rolls and Steven Davis will serve as vice president, along with his normal secretary rolls. The board will regroup and decide rolls and responsibilities at a future board meeting.

Larry Dasenbrock made a motion to appoint Steven Davis as temporary CSWD Vice President during Larry's absence. Rob Barbee seconded. All in favor. Motion carried, 5/0.

Larry Dasenbrock made a motion to appoint Jim Alt as temporary CSWD President during Larry's absence. Ron Barbee seconded the motion. All in favor. Motion carried, 5/0.

8. **MINUTES CORRECTION AND APPROVAL: May 12th, 2023 Regular Meeting**

Board members reviewed the May 12th, 2023 Regular Meeting Minutes prior to today's meeting. Larry Dasenbrock asked if there were any changes or additions. Steven Davis requested the staff correct the term lengths listed on Section 6, Oath of Office and Election of Officers. Office staff will make the corrections to the term limits listed and have board members sign an amended copy of the minutes after today's meeting.

Jim Alt made a motion to accept the May 12th, 2023 Regular Meeting Minutes as amended. Steven Davis seconded the motion. All in favor. Motion carried, 5/0.

9. **TREASURER'S REPORT:**

• **Discuss and Approve revised March 2023 Treasurer's Report**

Jim Alt explained that he and Julia Shroust found an error on the February report and so a minor revision was made to March. Julia has been working with Wilklow and Associates to ensure the cash vs. accrual data is now in sync.

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

- **Discuss and Approve April 2023 Treasurer's Report**

Jim Alt briefly reviewed items from the April 2023 Treasurer Report. He explained the income received is well ahead of schedule due to the property tax revenue received from Huerfano County Jim explained the district is below budget at this time on many items, including salary as the district is down a General Manager and a couple field operator positions, so the district is saving on salary and retirement benefit costs. Ron Barbee asked a question regarding a line item for Bond Tax Revenue and Julia Shroust advised him she would research it further with the county and report back.

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

- **Discuss and Approve May 2023 Treasurer's Report**

Jim Alt reviewed pages 1 and 2 of the Treasurer's Report. He mentioned a payment made to CEBT is reflecting 2 months paid as one payment was remitted early. Jim went over unemployment benefit costs. Jim requested Julia move money from the checking account to the debt service / reserve account. 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.

Steven Davis made a motion to approve the May 2023 Treasurer Report as presented. Ron Barbee seconded the motion. All in favor. Motion carried, 5/0.

10. Public Forum:

- Marshall Moore gave thanks and recognition to Larry Dasenbrock for his volunteer service on the CSWD Board of Director's
- Marshall Moore requests the CSWD board work along with SPAWP to continue fire mitigation near Brian Blair's property and the land up to CSWD's water tank.
- Marshall Moore requests that board members reconsider billing for 2 separate taps at 202 Ponderosa Rd. Marshall asked that the board leave as is.

11. REPORTS OF OFFICERS, COMMITTEES PROFESSIONAL CONSULTANTS and STAFF:

a. **Operations Status Report: 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 have been no new applications filed. Jim Alt provided an update case 21CW3084 that CSWD opposed. Stuart presented items from the decree that the district would like to address. Stuart asked for permission to sign off to satisfy the opposition.

Jim Alt made a motion to allow Stuart Corbridge to sign off on case 21CW3084 with most recent edits made to satisfy opposition. Rob Barbee seconded the motion. All in favor. Motion carried, 5/0.

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

The committee hopes to regroup later 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 is now working at the Spanish Peaks Plant and they are able to monitor the video of the settling pond. Hayden says the internet configuration issues have been solved. Jim Alt noticed that one of the cameras at the Wastewater treatment plant haven't been working, due to the water proof connections that had rusted. Hayden is working to fix the camera issue and also replaced the power supply for the video recording features. Hayden will work on creating an email and contact for the new board member Chris Smith. Jim Alt also mentioned that Hayden worked on improving the Wi-Fi and bandwidth for the CSWD office board meeting room and that he may have to move the access point.

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 22nd, 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.

12. OLD BUSINESS:


- **Job Safety Analysis:**
The board explained the district will continue to follow the initiatives and safety item suggestions provided by previous Vice President, David George. David had recommended the district participate in AED and CPR training. Jim Alt has a connection from the La Feta Fire Department that offers training if the district needs a referral.
- **Baker Creek Plant Project Update: Board discussion and Approval of the Professional Services Agreement (PSA) with GMS Consulting Inc.**
Board members reviewed the document prior to today's meeting and discussed the need to sign the PSA right away. CDPHE approved the Project Needs Assessment. GMS will provide the next steps regarding the CDPHE process. Jim Alt said to watch for a follow up email from Dannah Koeniger from GMS.
Jim Alt made a motion to approve the PSA from GMS Consulting Inc. as presented Steven Davis seconded the motion. All in favor. Motion carried, 5/0.
- **Diversion Headgate Upgrade**
Jim Alt provided an update and explained that CSWD could handle sooner than GMS and remain eligible for the potential \$25k grant offered from Huerfano County. Jim Alt is working on obtaining 3 bids and has been going back and forth with Chaparral Construction. Jim Alt is hopeful the work could be completed this summer. The new lead water commissioner for our district visited the Baker Creek Diversion during the month of June. Jim Alt plans to gather costs and make recommendations at the next board meeting.
- **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 has 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:**
Board members Larry Dasenbrock and Jim Alt interviewed a candidate for the General Manager position. The office staff have posted the opening on the Indeed.com website. Julia Shroul is working to schedule interviews. Julia Shroul is also still seeking a part time employee to fill in on the days Kristan Lowe is unavailable. Tucker Shroul has given his 2 week notice. Steven Davis mentioned the board members should readdress employee compensation packages.
- **Facilities Security Plan Update:**
Jim Alt advised Authorized Personnel Only signs have been posted as previously discussed. Jim is working with Glenn Hillis on a physical assessment regarding security and plans to report more at a future board meeting.
- **Executive Committee Update (ExCom):**
New Executive Committee will include Jim Alt and Ron Barbee until the next board meeting.

13. NEW BUSINESS

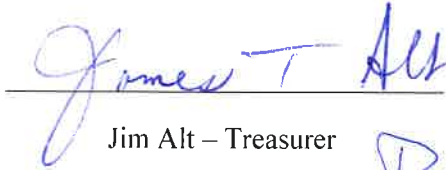
- **Rate Increase Discussion:**
Board members discussed the need to reevaluate the water and sewer service fees. Due to the loan covenant and 2022 audit results, the district needs to conduct an internal rate study. Board members will address salary packages at that time as well. Larry Dasenbrock reminded the board to post a public meeting regarding rate change items and encouraged board members to review the CSWD Rules and Regulation's document.

14. Adjournment:

Steven Davis made a motion for an adjournment of today's meeting. Ron Barbee seconded the motion. All in favor. Motion carried, 5/0. The meeting was adjourned at 11:35 am.


Larry Dasenbrock: President


Chris Smith


Jim Alt – Treasurer


Steven Davis: Secretary


Ronald Barbee: Director at Large