

CUCHARAS SANITATION AND WATER DISTRICT (CSWD)

16925 STATE HIGHWAY 12
CUCHARA, COLORADO 81055

Regular Meeting Minutes of the Board of Directors
December 8th, 2023 (Amended)

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

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 any changes or additions to today's agenda. Jim Alt mentioned that item No. 2 should reflect the Pledge of Allegiance. The receptionist, Kristan Lowe corrected the agenda as requested during today's meeting.

Jim Alt made a motion to approve the December 8th, 2023 Regular Board meeting agenda as amended. Steven Davis seconded the motion. All in favor. Motion carried, 4/0.

5. **MINUTES CORRECTION AND APPROVAL: November 17th, 2023 Budget Hearing Meeting Minutes:**

Board members reviewed the Budget Hearing Minutes provided in the board meeting packets. Larry Dasenbrock asked if there were any changes or additions. There were none.

Steven Davis made a motion to approve the November 17th, 2023 Budget Hearing Meeting Minutes as presented. Jim Alt seconded the motion. All in favor. Motion carried, 4/0.

6. **MINUTES CORRECTION AND APPROVAL: November 17th, 2023 Regular Meeting Minutes:**

Board members reviewed the November 17th, 2023 Regular Meeting Minutes draft prior to today's meeting. Larry Dasenbrock asked if there were any changes or additions. There were none.

Ron Barbee made a motion to approve the November 17th, 2023 Regular Meeting Minutes as presented. Steven Davis seconded the motion. All in favor. Motion carried, 4/0.

7. **Discuss and Approve November 2023 Treasurer's Report**

Jim Alt provided an update for the Treasurer's Report through November 2023. He reviewed the financial documents and gave the board members a chance to ask questions. Jim then provided an overview of the cumulative items through November and went over pages 1 & 2 of the treasurer report documents. Jim explained the loan payments have been made and that vehicle expenses were high due fuel purchases. Jim stated the funds have been transferred from the reserves accounts to help with the bills the loan payments made on November 1st, 2023. The water debt services account balance now reflects the recent loan payments made. Loan principals are gradually reducing. Property tax revenues have been lagging, Julia will follow up with the assessor's office to find out why. Sewer fees appeared to be lower than usual and Jim asked that Julia Shrout and Kristan Lowe look in the allocation of sewer fees within the utility billing program. Jim Alt asked Julia Shrout to confirm that the 25K federal ARPA grant is supposed to be booked in professional services. Jim Alt explained he will create a separate spreadsheet to show the Baker Creek funding. Lastly, Jim mentioned a large payment was made to GMS Engineering and that the final payment was made to Mark Foxworthy for ORC assistance.

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, 4/0.

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

9. **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. There is no action is needed by the board at this time. Terry advised the board that he is working on obtaining estimates from Denali Water to help with sludge removal at the wastewater plant. Terry also mentioned a customer complaint he has been handling from the residents at 548 Panadero Vista. The board encouraged him to reach out to Bart Miller of CCFWU (CSWD Legal Counsel) to obtain legal advice before giving the customer the formal response. Jim Alt will help draft a letter to provide to the homeowners based on the advice received from Bart Miller.

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

c. Water Stewardship Committee Report: Nothing to report,

Jim Alt did mention HCWCD is having a holiday get together on December 8th, 2023 and that he plans to attend. He also plans to attend their budget meeting on December 11th, 2023. He will have a better idea for what CSWD should allocate to the collaborative for 2024 budget planning.

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. Board members met with Stuart Corbridge of Vranesh and Raisch on December 7th, 2023 during an executive session and through zoom. No decisions were made during the executive session and there is nothing further to discuss.

e. Rules and Regulations Committee report:

The committee hope to regroup in early 2024 to resume R&R edits.

f. Personnel Committee: Nothing to Report

g. Information Technology Update:

Jim Alt explained there has been trouble with the Cuchara mail log in and that Hayden worked to find a resolution. The problem was caused by the account being locked out due to too many incorrect log in attempts. Julia Shrout will reach out to Hayden to see if he can help correct the QuickBooks file to complete the payroll updates. QuickBooks online isn't calculating PERA correctly.

• 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 21th, 2023 at 8:30 am. Spouses or a plus 1 are included on the invite.

10. OLD BUSINESS:

• Baker Creek Plant Project Update:

Jim Alt explained we are waiting on CDPHE to approve the design phase for the filtration part of the project. There is a new contact at GMS, Trevis Smith is no longer employed by GMS.

• Auditor Estimates

Julia Shrout covered this during her admin Report on section 9B. Ron Barbee referred her to an auditor Ron Farmer in Lamar.

• Electronic Billing & Paymentus - CSWD Customer Portal:

Steven Davis created a text file from data provided by the Caselle Utility Billing software. Kristan Lowe will share the text file with Paymentus to see if this will work. Kristan will also request assistance from Hayden Alworth to automate the report so that the data is sent from Caselle to Paymentus automatically.

• Panadero Ski Corp Water Discussion – Lease Agreement

Jim Alt explained he is making updates to the agreement based on the decree wording from Bart Miller of CCFWU.

• 2024 Budget Planning Recap

Julia Shrout has been working on entering the 2023 year end actuals. Julia has also been in contact with the assessor's office to determine the county funding obligations. Jim Alt provided a hand out to show the most up to date budget data and explained the 2023 projected shown in red could change as year-end numbers come in.

11. NEW BUSINESS

• Approve 2024 Regular Meeting Notices:

Board members reviewed the proposed meetings dates for 2024. All board meeting will take place on the second Friday of each month with exception of the January meeting. Jim Alt reminded the board that the 2024 approved budget needs to be to the county by January 10th. They agreed to change the Jan meeting to allow time for budget

corrections if necessary. Jim explained he and Julia will present all of the 2023 actuals at the January meeting and that they will highlight any corrections.

Jim Alt made a motion to approve the Regular meeting notices as discussed with the date change in from January 12th, 2023 to January 8th, 2023. Ron Barbee seconded the motion. All in favor. Motion carried, 4/0.

- **Approve 2024 CSWD Official Holiday Notice:**

Board members reviewed the proposed CSWD holidays prior to today's meeting. Board members agreed on the dates presented.

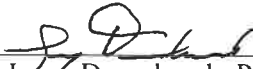
Jim Alt made a motion to approve the 2024 CSWD Official Holiday's Notice as discussed. Steven Davis seconded the motion. All in favor. Motion carried, 4/0.

- **Executive Committee Calendar Update (ExCom):**


Larry Dasenbrock, Kristan and Terry Sykes met on December 4th, 2023 to plan the agenda for the December 8th, 2023 Regular Board Meeting and Budget Hearing meeting. The new Executive Committee members for December will include Terry Sykes, Larry Dasenbrock and Ron Barbee until the January 5th, 2023 regular board meeting. Larry Dasenbrock will create a proposed calendar for the 2024 ExCom meetings and will provide it at the next board meeting.

12. Adjournment:

Steven Davis made a motion for an adjournment of today's meeting. Jim Alt seconded the motion. All in favor. Motion carried, 5/0. The meeting was adjourned at 11:19 am.


Larry Dasenbrock: President


Chris Smith - Vice President


Jim Alt – Treasurer


Steven Davis: Secretary


Ronald Barbee: Director at Large
via Telecon

