

CUCHARAS SANITATION AND WATER DISTRICT  
16925 STATE HIGHWAY 12  
CUCHARA, COLORADO 81055  
Regular Meeting Minutes of the Board of Directors  
July 9th, 2021 (Amended)

1. **CALL TO ORDER:**

Larry Dasenbrock opened the meeting at 9:10 am. There was a slight delay was due to conferencing issues.

2. **PLEDGE OF ALLEGIANCE:**

Pledge of Allegiance was led by Jim Alt

3. **ROLL CALL:**

LARRY DASENBROCK: Present

JAMES ALT: Present

RONALD BARBEE: Present

JAMES BERG: Present via telecom

DAVID GEORGE: Present

**Staff present:** Shannon Shrout, Kristan Lowe

**Visitors present:** Judy Moore, Larry Liston, Dave Barclay

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, New Business. Jim Alt stated the agenda should reflect 'GM Finalization'.

**Jim Alt made a motion to approve the July 9<sup>th</sup>, 2021 Agenda as amended. David George seconded the motion. All in favor. Motion carried.**

5. **MINUTES CORRECTION AND APPROVAL: June 11<sup>th</sup>, 2021 Regular Meeting Minutes:**

Board members reviewed the June 11<sup>th</sup>, 2021 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 June 11<sup>th</sup>, 2021 Regular Meeting Minutes as presented. David George seconded the motion. All in favor. Motion carried.**

6. **TREASURER'S REPORT:**

- Jim Alt shared financial documents for June 2021 with the board, reviewed financial reports and gave the board a chance to ask questions. Discussion took place regarding the district's financial status. Kristan Lowe presented data available from our accounting program QuickBooks. He explained that the report being presented today will need to be revised and properly formatted before asking the board for approval.

**Motion has been tabled until the August 13<sup>th</sup>, 2021 board meeting. At that time Jim Alt will present the June and July Treasurer report for approval.**

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

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

a. **Operations Status Report: Reported by Shannon Shrout, Detailed Report attached.**

b. **Administrator Report: Reported by Kristan Lowe, no formal report was presented.**

Kristan Lowe provided a brief update, specifically regarding the handling of PERA taxes to complete staffing payroll.

c. **Water Stewardship Committee Report:**

Jim Berg attended the HCWCD board meeting in Walsenburg via telecom on June 21<sup>st</sup>, 2021 and provided a brief update to the board. He stated there was not a lot of new information to share but things are still moving forward with the design studies on the Bruce Canyon and Maria Steven reservoir locations. Jim Berg mentioned the need to speak with our water attorney, Stuart Corbridge regarding our Intergovernmental Agreement (IGA) and schedule to release water.

d. **Legal case updates:**

- The board members discussed the monthly email update provided by Stuart Corbridge of Vranesh and Raisch. Jim Berg reviewed each case. There is no action needed at this time from the board. The board discussed a list of items to cover with Stuart during his visit to the district on July 26<sup>th</sup>, 2021. They have a scheduled a Work Session to begin at 9:30 am at CSWD office and they will embark on a tour of the district's facilities.

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

Jim Berg provided an update to the board and advised that this is still a work in progress and that Section 8 is done. Section 1-4 has been marked up and office staff is working on the tracked changes. The new administrator and Shannon Shrout will continue to work with Jim Berg to finalize editing.

- f. **Personnel Committee: Nothing to Report**
- g. **Personnel Policy Committee: Nothing to Report, plans to resume tasks with new Administrator this month.**
- h. **Information Technology Update: Reported by Jim Alt**  
Jim Alt has been working with Hayden Alworth (Computer Kernel) to suspend or disable Leslie Cordova's access and log in credentials. Hayden has also been working on improvements to the CSWD website and will continue to work on future improvements.
- i. **Reports of Officers:**  
Larry Dasenbrock explained that he appointed a committee to handle the open Administrator position and that they have held their first interview. They have received interest and applications from two candidates at this time.

9. **OLD BUSINESS:**

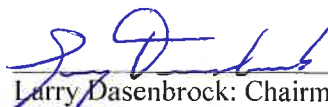
- **Job Safety Analysis: Reported by David George**  
David George explained there is nothing new to report. Jim Alt reminded the board of the upcoming Confined Space Training and Safety Webinar that will take place on July 13<sup>th</sup>, 2021. David George, Jim Berg and Jim Alt plan to attend.
- **Spanish Peaks Water System Improvement Project - Easement Update (SPWSIP):**  
Kristan Lowe provided a brief update. She explained that at this time there is record of 17 of 44 signed and returned easement documents. She is working on updating the tracker and will continue to keep trying to get all of the documents signed.
- **Letter of Support – Panadero Ski Corp. –Water Making Project**  
The board needs to provide a letter of intent for Mike Moore. Shannon Shroud is still working on items that still need addressed, such as budget, costs, how to measure the water and how much water they are requiring. Shannon will try to schedule a field survey as soon as his schedule allows, he has located the meter.

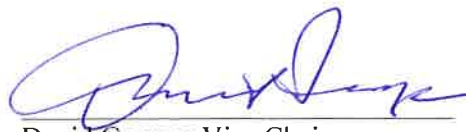
10. **NEW BUSINESS:**

- **Open Administrator Position:**  
Board members discussed the vacant position and explained that an ad has been placed in the Huerfano World Journal and the San Luis Valley Courier. The Colorado Rural Water Association (CRWA) also posted the open position on their website. The position will be open for applicants until July 16<sup>th</sup>, 2021 and Larry Dasenbrock and Jim Alt plan to choose a candidate on that day.
- **Finalize Position for Shannon Shroud to General Manager:**  
The board discussed the General Manager Position and all agreed that Shannon Shroud has proved himself extremely qualified to effectively handle the responsibilities of this new roll.  
**Jim Alt made a motion to approve Shannon Shroud for the General Manager position effective July 12<sup>th</sup>, 2021 with a pay increase of 5% of his current salary. Roll Call Vote Taken, all in favor. Motion carried.**

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 10:40 am.**

  
Larry Dasenbrock: Chairman

  
David George: Vice Chairman

Via Telecom:   
Ronald Barbee: Secretary

  
James T. Alt: Treasurer

Via Telecom:   
James Berg: Director