

CUCHARAS SANITATION AND WATER DISTRICT  
16925 STATE HIGHWAY 12  
CUCHARA, COLORADO 81055  
Regular Board Meeting of the Board of Directors  
July 8th, 2022 Amended

1. **CALL TO ORDER:**

David George opened the meeting at 9:00 am

2. **PLEDGE OF ALLEGIANCE:**

The pledge of allegiance was led by David George

3. **ROLL CALL:**

Roll call will be taken after the approval of the Agenda. Jim Alt explained items 5 & 6 need to be addressed and voted on before roll call to include a new board member.

LARRY DASENBROCK: Present via telecom

JAMES ALT: Present

RONALD BARBEE: Present via telecom

DAVID GEORGE: Present

STEVEN DAVIS: Present after reciting oath on section 6

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

**Visitors present:** Dave Barclay, Marshall Moore

4. **Approval of Agenda:**

Jim Alt explained that agenda item 5, Board of Directors Letters of Interest and item 6, Oath of Officer will be moved, and discussed and approved before the item No 3, Roll Call.

**Jim Alt made a motion to approve the July 8<sup>th</sup>, 2022 as amended. David George seconded the motion. All in favor. Motion carried.**

5. **Board of Directors – Letters of Interest:**

Board members reviewed a letter of interest submitted by Cuchara resident, Steven Davis. They discussed Steven's background and his qualifications. They all agreed his experience would be a great benefit to the district and that they would accept the letter of interest to fill the position for Director for the duration of the term, ending in 2023.

**Jim Alt made a motion to accept the letter of interest from Steven Davis, with a duration of the term ending in 2023. A roll call vote was taken. David George, Larry Dasenbrock and Ron Barbee are in favor. Motion carried 4/0.**

6. **Oath of Officer:**

Shaylee Andreatta provided a draft of the State of Colorado Oath of Office and Steven David recited the oath. Steven Davis will now serve as a Director on the CSWD board until 2023.

7. **Delegation of Officers:**

Board members will postpone this discussion until everyone is able to be present to discuss the roles and responsibilities of each member.

8. **MINUTES CORRECTION AND APPROVAL: June 10<sup>th</sup>, 2022 Regular Meeting Minutes:**

Board members reviewed the June 10th, 2022 Regular meeting minutes prior to today's meeting. David George asked if there were any changes or additions needed. There were none.

**Jim Alt made a motion to approve the June 10th, 2022 Regular Meeting Minutes as presented. David George seconded the motion. All in favor. Motion carried 4/0. Steven Davis abstained.**

9. **TREASURER'S REPORT:**

Jim Alt reviewed financial documents for June 2022 with the board and gave them a chance to ask questions. Jim provided an overview of the cumulative items through June and reviewed page 1 of the printed documents. Jim explained the balance in the debt/reserve line item reflects a semiannual loan payment made against principal loan expenses. He explained the district received the property tax revenue from Huerfano County and that our revenue coming in was ahead of schedule. He explained that expenditures were under budget for June but that a large payment was made to Royal Electric for their effort on the new flocculator at the Peaks Plant. Shaylee Andreatta briefly explained there is a new line item on the treasurer's report to reflect property tax exemption in accordance to changes required by the Colorado State house bill 21-1312.

**David George made a motion to accept the June 2022 Treasurer's Report as presented. Jim Alt seconded the motion. All in favor. Motion carried 4/0. Steven David abstained.**

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

11. **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 Conservation District (HCWCD). He attended the meeting regarding the collaborative. He explained they are in the process of seeking out available funding for the 90% design at the Bruce Canyon Reservoir. He anticipates the conservation District will ask CSWD for a letter of support. No obligation for the district until a formal request is made. The committee discussed river flows, concerns and plans for the future. The minutes have been posted on the HCWCD website.

d. **Legal Case Updates:**

Jim Alt provided an update and explained there is no action needed by the board at this time. He went over the email provided by Stuart Corbridge of Vranesh and Raisch and briefly discussed each case. He stated no action was need by the board at this time. He also mentioned a yield study to assess the condition of rights and water flows and to make the Baker Creek project a priority of discussion and planning. He mentioned that Stuart will provide the engineering material that further explains water rights. Regarding the C-Dot right away, he stated the issues have been resolved and that we are not just waiting on the forest service to issue a permit. Stuart Corbridge will assist will the diligence applications regarding Britton and White Creek reservoirs.

e. **Rules and Regulations Committee report: Nothing to Report**

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

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

h. **Information Technology Update:**

Jim Alt previously met with Hayden Alworth (Computer Kernel) to install 2 new lap tops for the Business Administrator and Receptionist work stations and the repairs have been made on the old Business Administrator laptop. Jim Alt had Hayden set the laptop up at the wastewater plant and things have been working well. Hayden and Jim have resolved the network problems regarding the CSWD street camera and it is available for live stream on [www.cuchara.org](http://www.cuchara.org). He hopes Hayden is looking for other server options for our emails to provide more protection against phishing emails. Lastly, Jim explained there has been internet outages through both Huerfano Tel and Century Link, he has reported the issue to Huerfano Tel.

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

12. **OLD BUSINESS:**

• **Job Safety Analysis**

David George explained that he and Shannon Shrout have finalized the drafts for the Safe Work and Confined Space policies. They are ready for comments from board members and he has shared the draft via email. He mentioned he has been in contact with Adam Johnson from the CSD PNL Pool and that he plans to schedule a follow up visit to go over the required safety items.

• **Bake Creek Plant Project Update:** Jim Alt explained the professional services agreement has been signed and that GMS Engineering Inc. is researching grants that CSWD can apply for. Jim Alt and David George will monitor the progress schedule. Jim Alt explained he would like to review previous Yield Studies to help determine water sheds production. GMS Engineering has 120 days from June 8<sup>th</sup>, 2022 to provide a Preliminary Engineering Assessment Report (PER) addendum to the 2017 Water System Evaluation PER. They are working to provide the project needs assessment and design of the new water plant on Baker Creek. He also stated he has been researching energy impact assistance grant.

• **Easement Update–**

Shaylee Andreatta and Kristan Lowe gave a progress update on outstanding easements from the Spanish Peaks Water System Improvement project that took place in 2019 and 2020. They have been able to reach most of the customers via


phone or email. They have 24 of 44 to get signed. Kristan will prepare paperwork for the CSWD technicians to drop off at the properties, as most guests are in

**13. NEW BUSINESS:**

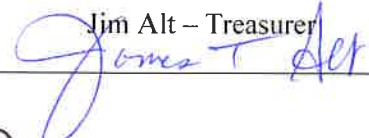
- **SDA Conference Even Discussion:**  
Shaylee Andreatta explained the conference will take place from September 13<sup>th</sup> through the 15<sup>th</sup>. She has the information available if Steven Davis the new CSWD board member would like to attend. The board is leaving this up to Shaylee and Shannon to schedule and make sure staff is prepared to attend the conference.
- **Caselle Connect Conference Discussion:**  
Kristan Lowe explained that Caselle Inc. our utility billing software company is hosting a conference and explained that it would be beneficial to attend. The Caselle billing module was introduced during the pandemic and onsite training was unavailable. Kristan doesn't feel that the district is using all of its capabilities to full potential. The cost for the conference is \$495 plus lodging. Shaylee Andreatta provided some different cost options. The board agreed they would also have Shannon Shrou, General Manager make the decisions regarding the conference but they were all in favor of allowing Kristan and Shaylee Andreatta the chance to attend. Jim Alt asked that Shaylee reach out to Caselle and have them provide a cost on what it would be to have a representative from Caselle come to the district to provide training as previously planned. Ron Barbee mentioned it would be ideal if they would discount the additional training request because of the Covid 19 conflicts.
- **Famili – Colorado Department of Labor and Employment (CDLE), Shaylee Andretta**  
Shaylee Andreatta explained the FAMLI contribution plan offered by CDLE will begin in January 2023. No claims can be submitted until 2024. The board will need to vote by January 2023 to opt out. This vote remains active for 8 years. If the board chooses to opt in, the option will last for 3 years. Shaylee is still researching the options and mentioned there are still many questions to be answered and recommended a work session in the future to discuss options.
- **La Veta Fire Protection District Auxiliary (LVFPD) – Stonewall Century Bike Ride (SWCB):**  
The SWCB will have its annual bike ride on State Hwy 12 and has requested the CSWD parking lot and restroom areas be used. The district has offered the space before with success and will also provide Wi-Fi for the events participants. Jim Alt will be on site to set up and provide access and passwords.  
Jim Alt made a motion to allow the LVFPD set up in the CSWD parking lot and allow restrooms access August 13<sup>th</sup>, 2022. David George seconded the motion. All in favor. Motion carried. 5/0

**14. ADJOURNMENT:**


Jim Alt made a motion for an adjournment of today's meeting. Larry Dasenbrock seconded the motion. All in favor. Motion carried. The meeting was adjourned at 11:37 am.

  
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Larry Dasenbrock: Chairman

  
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David George: Vice Chairman

Jim Alt – Treasurer  
  
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Steven Davis: Director

Ronald Barbee: Secretary  
  
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sec  
as of 8/12/22

Director as of 8/12/22