

CUCHARAS SANITATION AND WATER DISTRICT
16925 STATE HIGHWAY 12
CUCHARA, COLORADO 81055
Regular Meeting Minutes of the Board of Directors
August 13th, 2021

1. **CALL TO ORDER:**

Larry Dasenbrock opened the meeting at 9:03 am.

2. **PLEDGE OF ALLEGIANCE:**

Pledge of Allegiance was led by Jim Alt

3. **ROLL CALL:**

LARRY DASENBROCK: Present

JAMES ALT: Present

RONALD BARBEE: Absent (Excused)

JAMES BERG: Present via telecom

DAVID GEORGE: Present

Staff present: Shannon Shroust, Shaylee Andreatta & Kristan Lowe

Visitors present: Judy Moore, Larry Liston, Cleave Simpson & 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 5, Minutes Correction and Approval. A bullet is needed added to approve the Special Meeting Minutes from July 26th, 2021.

Jim Alt made a motion to approve the August 13th, 2021 Agenda as amended. David George seconded the motion. All in favor. Motion carried.

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

- Board members reviewed the July 9th, 2021 regular meeting minutes prior to today's meeting. Larry Dasenbrock asked if there were any changes or additions needed. David George requested a correction on Section 9, Safety Analysis. Jim Alt is the board member that reminded the board of the upcoming Confined Space Training webinar. Jim Alt also pointed out that the minutes were not reflecting his requested changes and comments. He had asked that a redundant sentence be removed from Section 6, Treasurer's Report. Section 8, Legal Case updates has been changed to *embark on a tour of the district's facilities*. On Section 10, New Business the minutes should reflect that the newspaper ad for the Business Administrator position was posted in the *Las Animas Valley Courier* and not San Luis Valley Courier. **Jim Alt made a motion to approve the June 11th, 2021 Regular Meeting Minutes as amended. David George seconded the motion. All in favor. Motion carried.**
- Board members reviewed the July 26th, 2021 Special 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 July 26th, 2021 Special Meeting Minutes as presented.**

6. **TREASURER'S REPORT:**

- Jim Alt explained that he is re-presenting the June 2021 Treasurer's Report for approval at this time due to an incomplete report that was originally presented. **David George made a motion to approve the June 2021 Treasurer's Report as presented. Jim Alt seconded the motion. All in favor. Motion carried.**
- Jim Alt shared financial documents July 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. Jim Alt mentioned revenue that was received from Huerfano County. Jim Alt also explained that there were some costly repairs at the Wastewater Treatment plant. **David George made a motion to approve the July 2021 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 AND PROFESSIONAL CONSULTANTS and STAFF:**

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

b. **Administrator Report: Reported by Shaylee Andreatta, Detailed Report attached.**

c. **Water Stewardship Committee Report:**

Jim Alt attended the HCWCD board meeting in Walsenburg on July 19th, 2021. He provided a brief update to the board. He gave the board the minutes that he wrote up from the meeting and encouraged everyone to review. Discussion took place regarding a new grant for the Maria Steven's Reservoir location for dredging, instead of raising the dam. Jim Alt reported

Larry Dasenbrock and Jim Alt briefly explained the purpose of the Official Custodian. Shaylee Andreatta will complete the document request form as instructed. Jim Alt will update the CSWD website to reflect this change. Larry Dasenbrock recited the resolution. Shaylee Andreatta will be appointed official custodian of records.

Jim Alt made a motion to approve Resolution 2021-08, C.R.S. 24-72-201 and appoint Shaylee Andreatta as Official Custodian of Public Records. David George seconded the motion. All in Favor. Motion carried.

• **Steve Murrin and Keith Rowden Sewer Relocation**

Shannon Shroul explained the request by Steve Murrin and Keith Rowden. They are requesting permission from the board to move the sewer line at their own expense. Shannon provided board members a map to review. Shannon will ask the customer to provide the request in writing before the board will make any decisions.

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 11:04 am.


Larry Dasenbrock: Chairman


David George: Vice Chairman


Ronald Barbee: Secretary


James T. Alt: Treasurer


James Berg: Director

8-13-21
operations Report

- I would first like to thank Kristan for all she has done the past several weeks, stepping up and has just gone above and beyond.
- Second I would like to introduce Shaylee Andreatta. Shaylee joined our team on July 26th, 2021. Shaylee and Kristan are a great team and really work well together, glad to have them both.
- Pittsburg tank came on July 30th and did all 4 inside tank inspections. They will process the data back at their office and then send me a reports for each of them.
- I have Debra Jensen from Filter Tech Systems coming 9 AM August 23rd, 2021. Debra is going to get me a quote on some under drain parts for our filters at the Spanish Peaks plant along with a quote to replace all the media in both filters. While she is here she is going to go to ski resort water plant building so she can be working on what type of package plant would be best for up there.
- The State has a sanitary survey scheduled for the waste water plant next Wednesday August 18th and we also have sanitary survey scheduled for the water plants on August 26th. I am confident that all will go well on both surveys.
- We stored 2ac/ft of water in Britton pond 3 for Huerfano Water Conservancy District and we have also released it per local water commissioner Doug Brgoch. I think we might be asked to store some more water for a reservoir over near Gardner in the near future.
- Glenn and I dug the first part of the new electric service that will power lift 4 in the resort. I felt it was best that we cross over our water main and 4-20ma conduit that comes from our 600,000 gallon storage tank.
- JKL is still waiting on the State for permit to go down highway 12. They are going to put fiber in downtown Cuchara and the end of the tourist season and they are digging it in, not going to bore it.
- All water and waste water samples are complete along with TTHM/HAA5 and Lead and Copper. Results of all samples look great.
- As of the end of July we have around 115 Master Meters installed and hope to have another 50 or so installed by winter.
- Ike Drury came to waste plant at 11am yesterday. Ike is going to have two of his guys come down next week and rework the drain on east wall. They are going to fix some of the spots with debris and seal the top parapet wall all the way around. He is still trying to get ahold of the rep that inspects the roof after installation to bless the warrenty.

Administration Report for August 13, 2021

Hello all, my name is Shaylee Andreatta, and I have taken over the position as Administrative Manager. I started at CSWD on Monday, July 26th; even though I have only been here for a short amount of time, I feel that I am learning quickly and hope to become a vital asset here.

During the last few weeks, I focused mainly on learning my role within the company, which I feel that I have a great grasp on and am happy to have this feeling so early on.

Kristan has helped me learn the ins and outs of what Leslie was doing. I have implemented some easier routes for Kristan and I both to follow, and have been sharing a lot of information with Kristan so that we both know the material. So far I have paid lots of bills, completed PERA contributions, and completed payroll for both the board and staff.

Jim Alt and I have been working tirelessly on straightening out our Treasure's Reports beginning in January of this year. As I was working on the report from June, I came across a few problems that needed to be fixed, and I am glad to have Mr. Alt as a mentor, as he was very patient with my learning process.

I have also been working on becoming a Notary, as I believe this would be a great quality to have not only here at the company but in the town of Cuchara as well. I am over 50% done with my online training classes and plan to finish this training in the next few weeks.

I plan to attend two Webinars for the month of August. The first is hosted by the Colorado Special Districts Pool on August 23, 2021. The overview for this webinar is to "Calculate operating expenses based on budgets, what details to review with the board, and how to navigate the CSD website for an easier, step-by-step renewal process". The second webinar is hosted by Willis Towers Watson on August 31, 2021. They plan to discuss the 2022 SDA Health Pool rate renewal from CEBT, as well as update us on upcoming changes to CEBT and Willis Towers Watson.

I am glad to be on board here at CSWD and I cannot wait for what the future of CSWD has in-store for me.