

CUCHARAS SANITATION AND WATER DISTRICT (CSWD)
16925 STATE HIGHWAY 12
CUCHARA, COLORADO 81055
Regular Meeting Minutes of the Board of Directors
October 13th, 2023 (Amended)

1. **CALL TO ORDER:**
Larry Dasenbrock opened the meeting at 9:02 am
2. **PLEDGE OF ALLEGIANCE:**
The pledge of allegiance was led by Larry Dasenbrock
3. **ROLL CALL:**
LARRY DASENBROCK: Present
JIM ALT – Present via Telecom
STEVEN DAVIS-Present
RON BARBEE- Excused Absence
CHRIS SMITH-Present
Staff present: Terry Sykes, Julia Shrout & Jaycee LaGow, & Kristan Lowe
Visitors present: Jeremy Golnik (Panadero Ski Corp) & Thomas Passarelli (Panadero Ski Corp)
4. **Approval of Agenda:**
Larry Dasenbrock asked if there were any changes or additions to today’s agenda. There were none.
Chris Smith made a motion to approve the November 17th, 2023 agenda as presented. Jim Alt seconded the motion. All in favor. Motion carried, 4/0.
5. **MINUTES CORRECTION AND APPROVAL: September 15th, 2023 Regular Meeting Minutes:**
Board members reviewed the September 15th, 2023 Regular Meeting Minutes draft prior to today’s meeting. Larry Dasenbrock asked if there were any changes or additions. There were none.
Chris Smith made a motion to approve the September 15th, 2023 Regular Meeting Minutes as presented. Jim Alt seconded the motion. All in favor. Motion carried, 4/0.
6. **MINUTES CORRECTION AND APPROVAL: September 22nd, 2023 Special Meeting – Work Session**
Board members reviewed the September 22nd, 2023 Special Meeting Minutes prior to today’s meeting. Larry Dasenbrock asked if there were any changes or additions. There were none.
Chris Smith made a motion to accept the September 22nd, 2023 Special Meeting Minutes as presented. Jim Alt seconded the motion. All in favor. Motion carried, 4/0.
7. **Public Forum:** Nothing to Report
8. **Treasurer Report September 2023:**
 - **Discuss and Approve September 2023 Treasurer’s Report**
Jim Alt reviewed financial documents from September 2023 and gave the board members a chance to ask questions. He provided an overview of the cumulative items through September and reviewed page 1 & 2 of the treasurer report documents. Jim Alt explained the debt service account balances have been growing in preparation for the loan payment due on November 1st, 2023. He mentioned the property tax revenue is up and that net operating income is good. Jim pointed out that the district was over budget this month on expenditures and briefly covered the extra expenses. Such as: the payroll was higher due to a 3 pay period cycle. Also, the professional services costs were higher due to the GMS Engineering Invoice No. 2. Jim Alt also explained some expenses are still being paid out for the Operations in Responsible Charge (ORC) resources. The invoice for lab samples were higher this month due to extra testing done for Baker Creek. Lastly, Jim Alt went over the trend chart and explained end of year reserve balances were looking strong.
Jim Alt made a motion to accept the September 2023 Treasurer’s Report as presented. Chris Smith seconded the motion. All in favor. Motion carried, 4/0.
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. Terry mentioned that it was time to land apply next week. He has been working on setting up purchase orders and record keeping for supply orders. Terry mentioned that he and the field workers changed the relay alarm at the Wastewater Treatment Plant, Terry explained field worker Laurence Burgess was very helpful with the repairs. Terry explained there was a violation letter received from CDPHE regarding ammonia total suspended solids and e-coli. He explained the issues are ongoing and related to I&I.
 - b. **Administrator Report: Reported by Julia Shrout, Detailed Report**

Julia gave an update regarding administrative items. Julia is planning to meet with Hayden Alworth of the Computer Kernel to research QuickBooks Intuit data issues.

c. Water Stewardship Committee Report: Nothing to report

Jim Alt attended the September 23rd, 2023 Huerfano County Water Conservancy District meeting and said there was nothing new going on with the collaborative. He is expecting them to ask CSWD for a donation but no formal request has been made.

d. Legal Case Updates

Jim Alt explained that there are new cases or applications and no action is needed by the board at this time.

e. Rules and Regulations Committee report:

Kristan Lowe will share a copy of the tracked changes for Sections, 1-6, 7 & 8. Sections 9-12 still need to be reviewed by the committee or the CSWD legal team.

f. Personnel Committee: Nothing to Report

g. Information Technology Update:

Nothing to report other than Jim Alt and Terry Sykes will follow up with Hayden Alworth (Computer Kernel) regarding Terry's new company issued laptop computer.

• Reports of Officers: Nothing to Report

10. OLD BUSINESS:

• Baker Creek Plant Project and Diversion Headgate Upgrade:

Terry Sykes and Jim Alt provided updates. The grading has been completed. The next step is to pour concrete. Mackey Construction finished the installation of the Parshall Flume. Terry Sykes and Jim Alt gave Julia Shroud the okay to go ahead and pay amount due to Mackey. Jim Alt explained the next steps on the project will depend on how quickly CDPHE can get through their backlog.

• Executive Committee Update (ExCom):

Larry, Kristan and Terry Sykes met on October 13th, 2023 to plan the agenda for the October 15th, 2023 Regular Board Meeting. New Executive Committee members will include Jim Alt, Terry Sykes and Larry Dasenbrock until the next board meeting takes place on November 17th, 2023. Jim Alt and Steven Davis switched places in the Executive Committee schedule and Chris Smith will fill in if Larry Dasenbrock should be unavailable.

• Paymentus Billing Update:

Kristan Lowe and Steven Davis are working on a text file report from the Caselle Utility Billing system. Steven will continue to test his script based on the newest data.

• Facility Security Plan Update:

Chris Smith and Terry Sykes discussed the new high tech visual license plate cameras that have been installed at the entrance to the resort. Chris said the district can subscribe to different types of packages and to reach out to the Resort resident Mark Abell, for more information.

11. NEW BUSINESS

• Resolution 2023-03 – Colorado Water Resources and Power Development Authority Drinking Water Revolving Fund Design and Engineering Loan Agreement:

Larry Dasenbrock explained that he and Jim Alt had been in contact with Kenneth Carpenter with CWRPDA and Bart Miller from CCFWU. Kenneth recommended changing the wording regarding the Authorized Officers and District

Representative details. Larry explained the district will rescind the Resolution approved previously and that the CSWD staff have corrected the Resolution 2023-03 draft to reflect the changes suggested by Kenneth.

Steven Davis made a motion to rescind Resolution 2023-03 to allow the CSWD staff to make changes suggested by the legal team as discussed above. Jim Alt seconded the motion. All in favor. Motion carried, 4/0.

Steven Davis made a motion to approve Resolution 2023-03 with the changes incorporated and suggested by the legal team at CCFWU as discussed. Jim Alt seconded the motion. All in favor. Motion carried, 4/0.

- **Colorado Rural Water Association Conference (CRWA) - Training – November 2023**

Board members discussed the conference location, dates, cost and training topics. Board members and GM Terry Sykes recommended Field Worker, Laurence Burgess to attend the conference in Monte Vista, CO on November 9th and November 10th, 2023. The district will cover the cost of the conference and all travel expenses.

Jim Alt made a motion to allow Field Worker Laurence Burgess to attend the CRWA conference as discussed. Chris seconded the motion. All in favor. Motion carried, 4/0.

- **Present CSWD 2024 Proposed Budget**

Jim Alt explained the Budget Committee met previously to discuss budget items and that they reviewed the budget line by line and account by account. Jim Alt briefly covered the Proposition HH tax change and revenue change measure. He said that the dates the budget is due to DOLA could change depending on if Prop HH gets approved or not. Jim Alt asked board members to share any comments they have regarding the budget. Board members thanked Julia Shrout for preparing the data and information needed to build the budget for 2024.

- **Panadero Ski Corporation (PSC) Lease Agreement:**

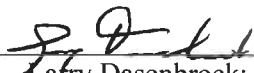
Jim Alt explained he has plans to meet with the officers of the PSC to discuss the amendments to the PSC agreement with them. PSC agreement with them. Board members would like more details regarding the existing meter and usage measuring requirements. Board members may not raise the annual fee and will only provide water for snow making if it is metered.

- **Relationship with Wilklow & Associates:**

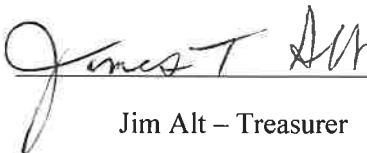
Julia Shrout explained she has benefited from Wilklow's accounting help and would like to continue to work with them until the 2023 audit has been completed.

12. **Adjournment:**

Jim Alt made a motion for an adjournment of today's meeting. Chris Smith seconded the motion. All in favor. Motion carried, 4/0. The meeting was adjourned at 11:08 am.


Lafty Dasenbrock: President


Chris Smith - Vice President


Jim Alt – Treasurer


Steven Davis: Secretary


Ronald Barbee: Director at Large

