

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

1. CALL TO ORDER:

Larry Dasenbrock opened the meeting at 9:29 am, following the 2022 budget hearing.

2. ROLL CALL:

LARRY DASENBROCK: Present

JAMES ALT: Present

RONALD BARBEE: Present

JAMES BERG: Present

DAVID GEORGE: Present

Staff present: Shannon Shrou, Shaylee Andreatta & Kristan Lowe

Visitors present: NONE

3. APPROVAL OF AGENDA:

Larry Dasenbrock asked if there were any additions or changes to today's Agenda. There was a minor change requested on item 12, New Business. Larry asked that the discussion regarding CSWD Discharge Monitoring Report Signatory Policy and the CSWD Construction Contracts Policy be moved to be discussed following the Rules and Regulations agenda item.

Jim Alt made a motion to approve the November 12th 2021 Agenda as amended. Jim Berg seconded the motion. All in favor. Motion carried.

4. MINUTES CORRECTION AND APPROVAL: October 8th, 2021 Regular Meeting Minutes:

- Board members reviewed the October 8th, 2021 regular meeting minutes prior to today's meeting. Larry Dasenbrock asked if there were any changes or additions needed. There was none.

David George made a motion to approve the October 8th, 2021 Regular Meeting Minutes as presented.

Ron Barbee seconded the motion. All in favor. Motion carried.

5. TREASURER'S REPORT:

- Jim Alt reviewed financial documents for October 2021 with the board and gave the board a chance to ask questions. He mentioned that he and Shaylee Andreatta have been working to improve accuracy within the report. Jim explained that the salary amount was higher due to a 3 payday month. He also explained a final payment was made to Dixon & Waller for audit charges. He spoke of extra maintenance expenses and explained that Shannon Shrou and his team completed oil changes and new tires for all the CSWD service vehicles. Jim Alt requested Shaylee amend account 5051 on the cumulative vs actual budget report. The correction was made during this discussion.

Ron Barbee made a motion to approve the October 2021 Treasurer's Report as amended. David George seconded the motion. All in favor. Motion carried.

6. PUBLIC FORUM: Nothing to Report

7. REPORTS OF OFFICERS, COMMITTEES PROFESSIONAL CONSULTANTS and STAFF:

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

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

c. Water Stewardship Committee Report:

Jim Berg provided a brief overview regarding the Huerfano County Water Storage Collaboration District (HCWCD), he stated the committee is still researching grants and funding options regarding expansion of the Maria Stevens Reservoir. Jim Alt said he would reach out to Carl Dunn for an update.

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 are no new cases at this time. Jim Berg is continuing to work with Stuart and Shannon to obtain a permit from the US Forest Service upon whose land CSWD's diversion off the Cucharas resides. Jim Berg explained a conference call is needed with the water attorney Stuart Corbridge of Vranesh & Raisch. He will work on setting up an appointment with Stuart.

e. Rules and Regulations Committee report:

Jim Berg provided a brief update and explained he has been working with Shannon Shrou and Rheanne Velie on revisions 1-5. Jim advised he will ensure that a table of contents, page #'s and revision dates are included. He mentioned a draft is ready for approval at this time but that he would continue to work on finalizing the document until the end of his term. He explained Section 8, Cross Connect needed additional definition corrections. He advised the board that Section 6, regarding Equivalent Residential Units (EQR's) requires extensive research regarding water rights and that he will continue to investigate the EQR's and water rights for the district. He is also working with Shannon and Shaylee to finalize Appendix A.

Jim Berg made a motion to approve Rules and Regulation's document sections 1-5 as amended. Jim Alt seconded the motion. All in favor. Motion carried.

f. Personnel Committee: Nothing to Report

g. Personnel Policy Committee: Nothing to Report (Policies will be presented for approval in Section 9).

h. Information Technology Update: Nothing to Report

i. **Reports of Officers:**

Jim Berg and Jim Alt discussed the diligence filings that Stuart Corbridge of Vranesh and Raisch mentioned in his last bullet item from the case update email. Jim Alt reminded Jim Berg that Stewart would like to schedule an appointment with the board to discuss these cases. Jim Berg recommended the meeting be scheduled for sometime early next year.

8. **OLD BUSINESS:**

• **Job Safety Analysis: Reported by David George:**

David George provided a brief update. He explained he is working on reviewing dimensional data and images to add to the mapping program iamGIS. He expressed the need for the district to have this data easily accessible in one location. He is also working on making revisions to the Confined Spaces policy draft. He is also working with Shannon Shroul to complete an equipment assessment and list of equipment items.

9. **NEW BUSINESS:**

• **Resolution 2021-10 – Appoint a Designated Election Official: Shaylee Andreatta**

Alt requested Shaylee Andreatta verify the dates reflected in No. 4 and 5 of the resolution that was drafted by district counsel Collins Cockerel and Cole. Larry Dasenbrock asked the board waive the requirement of reciting the resolution as it is multiple pages in length.

Jim Alt made a motion to waive the reciting of Resolution 2021-10, Appoint a Designated Election Official. Ron Barbee seconded the motion. All in favor. Motion carried.

Jim Berg made a motion to approve the 2021-10 Resolution to appoint Shaylee Andreatta as the CSWD Designated Election Official, as amended with the dates in section 4 and 5 confirmed and corrected if necessary. Jim Alt seconded the motion. All in favor. Motion carried.

• **CSWD Rules and Regulation's Revisions – Approve Sections 1-5**

Please refer to Section 7, E. Motion on record to approve sections 1-5 of the Rules and Regulation's document.

• **CSWD Discharge Monitoring Signatory Policy (DMR):**

Board members discussed revisions made to the policy. The state of Colorado has its own requirements in place and the board determined this policy is unnecessary. The district's permit states who is allowed to sign the DMR. The district also abides by the rules of CDPHE as well. Todd Eddleman has a B wastewater license and his license permits him or any other valid ORC to sign the document. The board agreed to eliminate the policy.

Jim Alt made a motion to eliminate the CSWD DMR signatory policy. David George seconded the motion. All in favor. Motion carried.

• **CSWD Construction contracts policy**

Jim Alt asked for the draft containing the tracked changes. Board members reviewed and discussed whether this policy is necessary because of the Colorado Revision Statute (CRS) under Title 32. Jim Berg believes an additional policy might not be needed if this is already established in the CRS. The Personnel Policy Committee will meet to research Title 32 and determine if this policy should be included.

• **Wastewater Treatment Plant (WWTP) Repairs:**

Discussion took place regarding the roof repairs that have taken place at the WWTP. Jim Alt mentioned there is a significant improvement in quality of the replacement roof. Shannon Shroul is working with the insurance adjuster to determine final accounting of district costs while obtaining warranty information. Shannon advised he has reached out to Sedgwick for this information. The district is waiting on the settlement check from Sedgwick and then intends to submit payment to the contractor Drury Bros Roofing.


• **Aspen Leaf Condo Leak Repair:**

Shannon Shroul explained the repair has been completed with the help of Tyler Huff. Shannon explained the leak was on property owner's side of the meter and that the Aspen Leaf Condo association is responsible for the repairs that took place. Shaylee Andreatta will generate an invoice to send to the Aspen Leaf condo association administrator, Mary Cope. Jim Alt will draft a letter that describes the topology of the condos and show the property owner and district responsibilities. Larry Dasenbrock will sign the letter and it will be sent to Mary Cope.

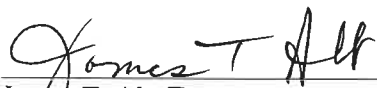
10. **ADJOURNMENT:**

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 12:15 pm.


Larry Dasenbrock: Chairman


David George: Vice Chairman


Ronald Barbee: Secretary


James T. Alt: Treasurer


James Berg: Director