

**CUCHARAS SANITATION AND WATER DISTRICT (CSWD)**  
**16925 STATE HIGHWAY 12**  
**CUCHARA, COLORADO 81055**  
**Regular Meeting Minutes of the Board of Directors**  
**November 10th, 2022**

**1. CALL TO ORDER:**

Larry Dasenbrock opened the meeting at 9:30 am

**2. PLEDGE OF ALLEGIANCE:**

The pledge of allegiance was led by Larry Dasenbrock during the Budget meeting held at 9am.

**3. ROLL CALL:**

LARRY DASENBROCK: Present

DAVID GEORGE - Present

JIM ALT - Present

STEVEN DAVIS – Present via Telecom

RON BARBEE: Present via Telecom

**Staff present:** Shaylee Andreatta & Kristan Lowe

**Visitors present:** None

**4. Approval of Agenda:**

Larry Dasenbrock asked if there were any changes or additions to today’s agenda. There was a change requested by Jim Alt, who pointed out that a New Business item was not listed for Filing No. 4 in Cuchara Mountain Estates and that the board needed to approve the water service line request for Kenneth Dochter as previously discussed during the work session held on November 9<sup>th</sup>, 2022. No other amendments were requested. The Dochter’s items will be discussed at the end of New Business. **Jim Alt made a motion to approve the November 10<sup>th</sup>, 2022 agenda as amended. David George seconded the motion. All in favor. Motion carried, 5/0.**

**5. MINUTES CORRECTION AND APPROVAL: October 7<sup>th</sup>, 2022 Regular Meeting Minutes**

Board members reviewed the October 7<sup>th</sup>, 2022 Regular meeting minutes prior to today’s meeting. Larry Dasenbrock asked if there were any changes or additions. There was a minor change requested by Jim Alt to amend the header of the minutes to reflect ‘Regular Meeting Minutes of the Board of Directors’.

**Jim Alt made a motion to accept the October 7<sup>th</sup>, 2022 Regular Meeting Minutes as amended. David George seconded the motion. All in favor. Motion carried, 5/0**

**6. TREASURER’S REPORT:**

Jim Alt explained that the cumulative vs. actuals for September were not available at the last meeting, so the September Treasurer report has not yet been approved. He said he has reviewed the October financial documents and will cover September topics as he goes. He mentioned the district made the biannual loan payment due this month and that the debt services account covered the payment and the reserves held steady. Jim Alt reminded the board that the service fee line item reflects an anomaly because of a QuickBooks reporting event. Jim explained the district is in good standing and that operating expenses were typical. He mentioned the expenditures were under budget and to have the staff look into ordering items needed. He mentioned Front Range WinWater will provide a discount when ordering in bulk.

**Jim Alt made a motion to approve the September 2022 Treasurer’s Report as presented. David George seconded the motion. All in favor. Motion carried, 5/0.**

**David George made a motion to approve the October 2022 Treasurer’s Report as presented. Steven Davis seconded the motion. All in favor. Motion carried, 5/0.**

**7. Public Forum: Nothing to Report**

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

**a. Operations Status Report: Reported by Shaylee Andreatta, Detailed Report Attached**

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

**c. Water Stewardship Committee Report:**

Jim Alt reported he was unable to attend the last meeting but that he had received an email that the Water Conservation Board announcing that the 50/50 grant to bring the Bruce Canyon reservoir to the 90% design stage has been approved by the CWCB. He mentioned the HCWCD is actively seeking commitments toward the grant for the Bruce Canyon reservoir location and that the committee requested a contribution from CSWD. He explained Shaylee Andreatta has budgeted \$5K in the 2023 budget to cover this.

**d. Legal Case Updates**

Jim Alt provided a brief update and explained there are no new cases and 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 reviewed each case. Jim Alt explained the DiNatali agreement has been reviewed and that Larry Dasenbrock will sign agreement and provide Stuart with the signed copy. Bart Miller from CCFWU helped review the agreement. The DiNatali agreement will allow CSWD to authorize a yield study on the 3 water sheds: Baker Creek, Dodgeton and Cucharas and to make the Baker Creek project

a priority of discussion and planning. Regarding the CDOT right away, he stated the issues have been resolved and that we are still waiting on the US forest service to issue a permit.

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

The committee hopes to regroup in December 2022 to continue revisions on section 6

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

**g. Information Technology Update:**

Jim Alt requested that CSWD employees let him know right away if there are any further email problems. He has been working with Hayden Alworth (Computer Kernel) regarding the change over to a new server. Jim Alt explained that Hayden has reportedly solved the issue with the motion activated video records and that he plans to implement his solution next week.

**h. Reports of Officers:**

Steven Davis will remain on the Executive Committee until December 9<sup>th</sup>, 2022 and in January 2023 the board will appoint a new committee. Jim Alt volunteered to help depending on the dates and his availability. Shaylee stated the

**9. OLD BUSINESS:**

• **Job Safety Analysis**

David George explained that he met with Shaylee Andreatta and Glenn Hillis met to go over the final policy changes. David confirmed he received the feedback from Jim Alt and that his comments have been accepted. He is still researching how to address supplied air policies and that he will reach out to SBCA for clarification. David recommends outsourcing any work involving supplied air.

• **Baker Creek Plant Project Update:**

Jim Alt explained he heard back from Trevis Smith who advised him that an updated Preliminary Engineering report will be provided to the district in December for review. Jim Alt hope to meet with GMS Consulting Inc. before the end of the year, perhaps through a work session.

**10. NEW BUSINESS:**

• **Resolution 2022-03 – Resolution calling for the 2023 Regular District Election and Appointing a Designated Election Official (DEO):**

Larry Dasenbrock explained he will waive the reading of the resolution due to its length. He explained that all board members reviewed the resolution prior to today's meeting. No further discussion is needed.

**Steven Davis made a motion to approve Resolution 2022-03, calling for the 2023 DEO as presented. Jim Alt seconded the motion. All in favor. Motion carried, 5/0.**

• **Approve CSWD Confined Space Entry Policy**

• **Approve CSWD Safe Work Practices Policy**

• **Approve CSWD Respirator Policy**

Board member reviewed all 3 policies prior to today's meeting. Steven Davis requested the signature pages be updated to reflect the correct board members and their current positions. Jim Alt ensured his comments were included and reminded the Policy Committee to ensure permits are followed. David George explained he will update the wording regarding supplied air situations and encouraged the district to outsource if the option is available. Jim Alt requested page 20 be updated to reflect Huerfano County phone information 719.738.1044 and to remove the info regarding La Veta Fire Protection District. Jim Alt mentioned it will be up to Glenn Hillis to ensure the field workers are keeping proper records and providing a copy of the permit at each space. Glenn Hillis and Shaylee Andreatta will review permit and proper procedures. They will also work on doing a couple training exercises to ensure all employees are ready to follow the written procedure. Lastly on page 2/2, Jim asked that the wording regarding W. Metro Fire be removed and to also omit the word confined from the permit.

**Jim Alt made a motion to approve the CSWD Confined Space, CSWD Safe Work Practices and CSWD Respirator Policy with the changes mentioned. David George seconded the motion. All in favor. Motion carried, 5/0.**

• **Panadero Ski Corporation – Lease agreement:**

Shaylee Andreatta provided a copy of the Panadero Ski Corporation agreement drafted by the district attorney Bart Miller with Collins Cole Flynn Winn & Ulmer (CCFWU). She explained there were no mark ups or comments made by the Panadero Ski Corporation and that the agreement is ready to be signed by Larry Dasenbrock.

• **La Veta Fire Protection District Letter of Support:**

Jim Alt provided a brief explanation and explained that board members reviewed the letter prior to today's meeting.

**Jim Alt made a motion to allow CSWD to provide the LVFPD a letter of support as requested. Steven Davis seconded the motion. All in favor. Motion carried, 5/0.**

• **Famli Discussion – Shaylee Andreatta**

Shaylee Andreatta provided an update regarding the Famli benefits regarding medical leave insurance. Board members advised they will need more time to research this matter and this item will be postponed until the December 2022 Regular Board Meeting.

• **Brian Blair – Pond Request**

Brian Blair is wanting to expand the size of the pond located at 56 Ruby Lane. Jim Alt explained he would like to consult with former Board President, Jim Berg to discuss options for replacement water and evaporation. They will then consult

with Stuart Corbridge if needed, to see what he advises regarding a change to the Pond Augmentation Decree. This item will be tabled until the next meeting while the board researches further.

- **DiNatale Yield Study:**

Discussed under 8, D. Jim Alt explained the last yield study was completed in 2005 on all 3 water sheds: Baker Creek, Dodgeton and Cucharas. Next steps? Shaylee Andreatta will follow up.

- **RCAC Rate Study:**

Jim Alt explained they made contact with Larry Cruz and that Cruz had not provided previous study examples. The board plans to meet with them in person on December 8<sup>th</sup>, 2022 to discuss options. Jim mentioned they will go over tiered and fixed rates at no cost to the district.

- **Staffing Update:**

Shaylee Andreatta, Steven Davis and Larry Dasenbrock met prior to today's meeting to discuss employee salaries and positions. Shaylee Andreatta will remain as interim General Manager and Business Administrator with a salary of \$50K per year. The board recognized Shaylee for her extra efforts and offered an immediate salary bonus of \$4k.

**Steven Davis made a motion to increase Shaylee Andreatta's salary to \$50k effective immediately and to also pay out an immediate bonus of \$4k. Jim Alt seconded the motion. All in favor. Motion carried, 5/0.**

Glenn Hillis is to become the CSWD interim Field Superintendent through the end of 2022. They will give Glenn the opportunity to learn this position and complete an employee evaluation after 90 days to evaluate his performance.

**Larry Dasenbrock made a motion to appoint Glenn Hillis as interim Filed Superintendent effective immediately with a salary range of \$48K-58K, and with the plan for a review after 90 days. David George seconded the motion. All in favor. Motion carried, 5/0.**

Kristan Lowe will increase weekly hours worked to 32 and will help Shaylee with administrative items such as completing employee payroll and becoming an authorized bank signer for checks under a \$5K. Any item that CSWD pays out over \$5K will need to go to Larry Dasenbrock or Jim Alt for approval. Kristan's salary will increase to \$22 per hour effective next payroll period.

**Larry Dasenbrock made a motion to change Kristan Lowe's salary to \$22 per hour, providing she works 4 days per week. David George seconded the motion. All in favor. Motion carried.**

- **New water and sewer tap request – Filing 4, Cuchara Mountain Park Estates by Kenneth Dochter and Kelli Dochter – Van Meter:**

Board members met with the property owners during a work session held on November 9<sup>th</sup>, 2022. Jim Alt requested Shaylee Andreatta order maps 417, and 425 from Huerfano County. He explained the Dochter's will be responsible for all planning and engineering before the installation of the tap. Shaylee will provide Kelli Dochter Van Meter with contact information for David Frisch of GMS Engineering Inc. Board members agreed to allow a single residence service line for a water tap for lot No 1, parcel No. 122426.

**Jim Alt made a motion allowing the Dochter's to proceed with planning and installing a single residence water line on Lot No 1, Parcel No. 122426, providing they share the engineering analysis with CSWD. David George seconded the motion. All in favor. Motion carried, 5/0.**

**11. Executive Session as needed pursuant to C.R.S. – Nothing to Report**

**12. 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 11:35 am.**

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Larry Dasenbrock: President

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David George: Vice President

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Jim Alt – Treasurer

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Steven Davis: Secretary

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Ronald Barbee: Director at Large