

CUCHARAS SANITATION AND WATER DISTRICT  
16925 STATE HIGHWAY 12  
CUCHARA, COLORADO 81055  
Regular Meeting Minutes of the Board of Directors (Amended)  
September 10th, 2021

1. **CALL TO ORDER:**

Larry Dasenbrock opened the meeting at 9:03 am.

2. **PLEDGE OF ALLEGIANCE:**

Pledge of Allegiance was led by Larry Dasenbrock, followed by a moment of silence to honor the 20th year anniversary of September 11<sup>th</sup>, 2001.

3. **ROLL CALL:**

LARRY DASENBROCK: Present

JAMES ALT: Present

RONALD BARBEE: Present

JAMES BERG: Present

DAVID GEORGE: Present

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

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

4. **APPROVAL OF AGENDA:**

Larry Dasenbrock asked if there were any additions or changes to today's Agenda. There were none.

**Jim Alt made a motion to approve the September 10<sup>th</sup>, 2021 Agenda as Presented. David George seconded the motion. All in favor. Motion carried.**

5. **MINUTES CORRECTION AND APPROVAL: August 13<sup>th</sup>, 2021 Regular Meeting Minutes:**

- Board members reviewed the August 13<sup>th</sup>, 2021 regular 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 August 13<sup>th</sup>, 2021 Regular Meeting Minutes as presented. David George seconded the motion. All in favor. Motion carried.**

6. **TREASURER'S REPORT:**

- Jim Alt and Shaylee Andreatta presented treasurer's reports from January to July 2021. Shaylee explained that some minor changes have been made to the income portion of the report, to match the Caselle Utility Billing reports. The income received for water, sewer and pond needs to reflect actual revenue collected and not revenue billed. Ron Barbee suggested adding a line item to show cash in vs. cash out.

**Jim Berg made a motion to approve the January through July 2021 Treasurer's Report as amended. Jim Alt seconded the motion. All in favor. Motion carried.**

- Jim Alt shared financial documents for August 2021 with the board and gave the board a chance to ask questions. Discussion took place regarding the district's financial status. Jim Alt mentioned that expenses for August were under budget. Jim Alt also advised that there were new turbidity meters installed at the Spanish Peaks water plant. He also mentioned a costly purchase from USA Blue Book for pump related parts.

**Jim Berg made a motion to approve the August 2021 Treasurer's Report as presented. Jim Alt seconded the motion. All in favor. Motion carried.**

7. **PUBLIC FORUM:**

Dave Barclay expressed his concerns regarding the location of 2 fire hydrants within the Spanish Peaks subdivision. He is concerned about possible vehicle damage since the hydrants are located opposite of his driveway. He is requesting the board consider having these 2 hydrants moved. Dave said that he and another resident Willard Ander would be willing to contribute to the cost to have this completed. Larry Dasenbrock requested that Dave Barclay make a formal written request before the board moves forward with any decisions.

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

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

Shannon Shrout reviewed his written report with the board and in addition he advised them that he has been in contact with Dave Frisch of GMS Engineering. Dave advised that a Preliminary Engineering Report (PER) would not be necessary at the water plant in the Resort subdivision. He did recommend the district move forward with a project needs assessment (PNA). The cost of this assessment will be \$20,000. Dave explained that the cost for the PNA can be rolled in to the total project amount and would not need to be paid up front. There are no grants available for this project.

Once Mike Dixon has incorporated the MD&A into the audit, Shaylee will submit the report to DOLA as required. Shaylee hopes to have this completed a.s.a.p.

- **2020 Budget Planning Kick Off**

Jim Alt explained the budget planning process. He said they will begin by establishing the final numbers for 2020, projected numbers through 2021 and then they can begin to build for 2022. They will begin working on operation and capital planning for the district. Jim Alt reminded the budget committee to take account for the inflation on most supplies used by the district. The budget committee is still seeking a resident of the district that would be willing to volunteer and provide an outside perspective for the 2022 budget planning process. Jim Alt will reach out to a referral provided by Kristan Lowe that previously showed interest in this roll. The preliminary budget needs to be ready to present by October 8<sup>th</sup>, 2021. The district will then present it to the public in November and then present the final for adoption in December.

- **Service Rate Discussion:**

The board discussed current service rates in place and explained a rate increase hasn't taken place since 2006. Jim Alt recited Title 32 Special District requirements to change rates within the district. CSWD intends to implement new water, sewer and pond service rates for both residential and commercial customers effective January 1<sup>st</sup>, 2022. The board will hold a public notice meeting to notify all residents. A 30 day notice will be provided to all property owners to notify them of the meeting. Jim Alt pointed out that this rate increase will affect 2022 budget planning and to make sure the new rates are factored when creating the budget.

- **Ski Resort – New water treatment plant planning**

See Section 9 a, Operations Report

- **Randle Jennings, Septic Tank Application, Parcel C River Run Development**

Randle Jennings has completed a GEO Tech study at the Parcel C location in River Run. According to the engineering study he will be unable to abide by the CSWD rules and regulations regarding his sewer location. He is requesting permission to install a septic tank. The board mentioned that the CSWD Rules and Regulation's document requires written approval and asked Shannon Shrout to keep them informed of his progress.


- **Caselle Purchase – Cash Receipting & General Ledger**

Shaylee Andreatta presented the board with quotes from Caselle for review and reiterated the need for the General Ledger, Cash Receipting, and payment import Modules. Board members reviewed the proposal provided by Shaylee Andreatta. The board and staff members discussed customer benefits such as access to their accounts to view usage, previous payments, and current balances, online payment options, and paperless billing, and in-office benefits such as money and time saved on the billing process from start to finish.

**Jim Alt made a motion to proceed with the purchase of Caselle Cash Receipting and General Ledger not to exceed \$15,000, contingent on the CSWD Business Administrator Shaylee Andreatta, providing the board with a cost analysis that supports the quote presented from Caselle. David George Seconded the motion. All in favor. Motion carried.**

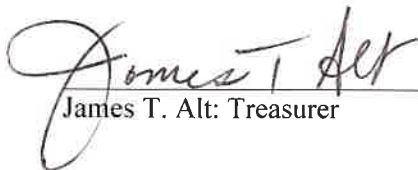
**11. ADJOURNMENT:**

**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 11:44 am.**

  
Larry Dasenbrock: Chairman

  
David George: Vice Chairman

  
Ronald Barbee: Secretary

  
James T. Alt: Treasurer

  
James Berg: Director

## Operations Report 9-10-2021

- To follow up with last month I spoke with Kieth Rowden wife and let her know they can move sewer line at their expense as long as I witness the work as it is accomplished. I have not heard anything back from Keith or Steve Murrin.
- Sampling for September is complete for water and wastewater awaiting results.
- Sanitary survey for wastewater was on 8-18-2021. Todd and I along with two Environmental Protection Specialist from CDPHE met. The survey went very well with only three little items noted by the inspectors. All three items have already been corrected with documentation sent to the inspectors.
- 8-19-2021 The TPO manufacturer (GAF) representative was here. Larry, Todd, Kris (Drury), and I were present for the inspection. He was going to have Drury patch around twenty areas he did not like. He also wanted the two drains redone all with before and after pictures. Drury was going to fill in all the cracks in the parapet wall cap and seal the entire cap of the parapet wall. Drury was back for a day and a half doing rework. I have not heard from them since we met on the 19<sup>th</sup> nor have I seen any pictures or a bill.
- 9-23-2021 Debra Jensen from Filter Tech Solutions came to look at our plant at the Spanish Peaks. Filter Tech installed the plant in Arkin Colorado originally and then we bought it from Arkin. Alt, Todd, and I met with Debra at the plant. We did a back wash and talked about the plant and how it's been running. We all then went back to the conference room and talked about what would be best for a package plant at the Shi Resort. Debra and her team are working on getting us some rough numbers of what it might cost to put a plant in up there.
- I have since spoke with Dave Frisch (GMS) to see what the first steps would be to get this thing going. Dave said we will not need a PER. Dave said we can do a technical memorandum along with a project needs assessment. He said it would be cheaper and quicker and the cost can just be put into the project. He said he could get someone down right away and get started on it. He will try to get me some basic numbers before the meeting.
- The Spanish Peaks plant is in need of full filter media bed replacement. Debra Jensens (Filter Tech) team sent me a quote for that replacement, I also got a quote from Westech. Filter Tech was cheaper and quicker so I placed an order for the media and when we receive it we will make a plan as to when to replace the media in both filters.
- 8-27-2021 Kelsey Wesel from IAMGIS was here from 9-12. She was doing site visits with customers in Colorado. She did some training and answered any questions that we had. Alt, me and my guys were present.
- 8-31-2021 we had our Sanitary Survey for the water side of things within our District. Glenn, Paul Hanson (CDPHE) and I were present. There were several things that the inspector identified that we will have to correct. Most notable were the vents on our water storage tanks vents and a couple things that have to do with the Backflow prevention program. It's difficult to know what he will write us up on, he has forty five days after the inspection to get the report out to us. The report will identify what needs fixed and a timeframe we will have to do it in.
- 9-1-2021 I received a copy of tank inspections from Pittsburg Tank. As part of the Sanitary Survey I also had to send them to the inspector. I sent the inspections to the board as well. Paul said he would look at them and put his recommendations in his response letter that he will send out in 45 days as part of the sanitary survey.
- I allowed the county to get 12,000 gallons of water to prep the road for mag chloride from highway 12 to up just past fire station 2. That will be done by end of day 9-9-2021.

## Administration Report for September 10, 2021

Good morning,

This month has flown by as many of you might agree! We have been extra busy in the office this last month, and we have been completing many tasks.

On August 23, 2021 I attended the 2022 CSD Renewal Webinar QA. In this webinar they had discussed the timeline for renewal which will be in mid-September and the website will close December 1, 2021 on a first-in-first-out basis, the sooner the better. Workman's Comp renewal will be in September as well, and these are due by October 15, at the time, there are no rate changes in workers comp. We also talked about the General Liability Schedule and how this will play a role in the renewal. They had also mentioned a Sanitation Maintenance Warranty Endorsement, that if the district has budgeted sanitation operation expenses, we are eligible for a 33% discount on that specific portion of the GL contribution. A link for the endorsement will be available within the renewal survey. Lastly we finished with the topic of Property, Inland Marine, and automobile schedule renewals. This webinar was packed full of information and I believe that it was very beneficial for me just coming into this position.

On August 31, 2021 I also attended the CEBT Rate Renewal Online Webinar which was very interesting. They went over new changes happening that will affect our employees. In this webinar, we were informed about the many different programs that CEBT offers for free to our employees such as mental health counseling, financial consulting, legal consulting, emergency responders counseling, as well as quarterly webinars. We also discussed a program called Teladoc with is virtual healthcare 24/7 with no copay unless there is a prescription that was referred. There is also options for a program called Surgery Plus which helps wave out of pocket costs by the patient as well as travel costs for surgeries, and a program called healthcare bluebook with is a website that helps customers search for healthcare that would best fit their needs. The overall 2022 rate renewal increase is 2% and this renewal is due October 15, 2021.

We received the 2020 Draft Audit from Dixon and Waller on August 18, 2021. Since then I have been working with Jim Alt and Jim Berg formulating questions and concerns with the audit draft. Mike Dixon and I have also been working together to best understand the audit in a way that makes sense to the general public without accounting jargon. Over the last few weeks we have constructed a new and improved MD&A (Management Discussion and Analysis) that is a simple report that shows our financial statements throughout the year in detail. We hope to have a final MDA back to Mike Dixon by the end of the week this week or early next week.

Kristan and I have also been working together to create a proposal for adding two new modules, Cash Receipting and General Ledger, to our Caselle software. We attended a demo version of the modules on August 25, 2021 with designated Caselle rep and project manager. In the demo we got to learn and observe how the two addition modules will react with the Utility Management module that we already have. We will talk more in detail about our Caselle Proposal later in the meeting.

Thank you, are there any questions?