

CUCHARAS SANITATION AND WATER DISTRICT (CSWD)  
16925 STATE HIGHWAY 12  
CUCHARA, COLORADO 81055  
Minutes of the Regular Board Meeting of the Board of Directors  
October 7th, 2022

1. **CALL TO ORDER:**

Larry Dasenbrock opened the meeting at 9:00 am

2. **PLEDGE OF ALLEGIANCE:**

The pledge of allegiance was led by Larry Dasenbrock

3. **ROLL CALL:**

DAVID GEORGE: Present

STEVEN DAVIS: Present

LARRY DASENBROCK: Present

JIM ALT: Present

RON BARBEE: Present

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

**Visitors present:** Marshall Moore, Jeremy Golnik, Ken Clayton, Eric Wheeler, and Kelli Van Matre

4. **Approval of Agenda:**

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

**Jim Alt made a motion to approve the October 7<sup>th</sup>, 2022 agenda as presented. Ron Barbee seconded the motion. All in favor. Motion carried.**

5. **MINUTES CORRECTION AND APPROVAL: September 9<sup>th</sup>, 2022 Regular Meeting Minutes**

- Board members reviewed the September 9th, 2022 Regular meeting minutes prior to today's meeting. Larry Dasenbrock asked if there were any changes or additions. There were none.

**Jim Alt made a motion to accept the September 9th, 2022 Regular Meeting Minutes as presented. Steven Davis seconded the motion. All in favor. Motion carried.**

- Board members reviewed the September 22nd, 2022 Work Session meeting minutes prior to today's meeting. Larry Dasenbrock asked if there were any changes or additions. There were none.

**Jim Alt made a motion to accept the September 22nd, 2022 Work Session Meeting Minutes as presented. Steven Davis seconded the motion. All in favor. Motion carried.**

6. **TREASURER'S REPORT:**

Jim Alt reviewed financial documents for September 2022 with the board and gave them a chance to ask questions. Jim provided an overview of the current items for the month of September and reviewed page 1 of the treasurer's report. Because of the intense level of activity during October, the cumulative vs. actual report though September (page 2) was not available. He mentioned the property tax revenue from Huerfano County arrived earlier than planned. He also mentioned that most of the the salary line item was much higher this month, due to a payout to Tim Evans upon resignation for accrued paid time off (PTO) and unused sick leave. Jim Alt also explained that extra chemicals were ordered to remain properly stocked through the winter months. He mentioned the cost of chlorine has gone up significantly. Jim Alt also informed the board members of the normal biannual loan payment that will be paid in November 2022.

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**

Jim Alt requested the CSWD staff move forward with the scheduling of hydrant testing.

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

c. **Water Stewardship Committee Report:**

Jim Alt was able to attend the meeting held on September 25<sup>th</sup>, 2022 and he provided the board with a brief update. He mentioned the HCWCD is actively seeking a grant for the Bruce Canyon reservoir location to advance the design from the 50% stage to a 90% stage. HCWCD has been approved for a 50/50/10 grant from the Colorado Water Conservation Board and Jim explained he expects the committee to make a formal request to CSWD for a contribution match. He explained

Shaylee Andreatta has budgeted \$5K for this contribution. CSWD has no obligation or actions to take until a formal request is made.

**d. Legal Case Updates**

Jim Alt provided a brief update and explained 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 provided with marked up changes and that he will have Bart Miller from CCFWU review. 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 November to continue revisions on section 6

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

**g. Information Technology Update:**

Shaylee Andreatta explained to the board that there were issues with the email server for CSWD staffing emails. She has been working with Hayden to switch over all staff emails to a new server. Jim Alt explained that Hayden is working on installing new door locks as recommended by David George regarding safety audit requirements from the CSD Pool survey that was completed last year. Jim explained Hayden is working on obtaining the parts needed for the locks and hopes to have an example for review at the next board meeting.

**h. Reports of Officers:**

Jim Alt explained we are considering having the Rural Community Assistance Corporation (RCAC) to conduct a rate study be done for CSWD. He anticipates this study will take place in 2023. He's also waiting for a call back from Leroy Cruz regarding doing the rate study as well. Shaylee will reach out to RCAC to follow up.

**9. OLD BUSINESS:**

• **Job Safety Analysis**

David George briefly explained the CSD Pool survey and lists of items recommended by Representative Adam Johnsen. David previously emailed a copy of the Safe Work and Confined Spaces policies to board members to review. He asked for any comments to be submitted to him prior to the next meeting. David will present these policies at the November 10<sup>th</sup>, 2022 board meeting for a vote and approval. David said there is more work to do regarding the newly introduced Respiratory Policy. He hopes to simplify the policy and asked for input from other board members. David will work with Shaylee Andreatta and Glenn Hillis to discuss chemicals used that may affect the wording of the policy.

• **Baker Creek Plant Project Update:**

Jim Alt explained there is nothing new to report regarding the PER. He hopes to have the PER available for review by the next board meeting. Jim mentioned he has a call scheduled with GMS (Trevis) on Wednesday October 12, 2022.

**10. NEW BUSINESS:**

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

Kelli is present at today's meeting on behalf of the lot owner Kenneth Dochter. She has provided maps of the lots owned and explained they are looking to combine all of the lots into one lot. They would like to then purchase 1 water and sewer tap. There is some questions regarding whether and how they can tap into the CSWD lines. Larry Dasenbrock stated the board would need more time to review this and asked to schedule a work session. All parties agreed to meet at a later date. Kristan Lowe and Shaylee Andreatta will work on scheduling a meeting before the next board meeting. Kelli will bring the maps provided by Huerfano County to the meeting and the board members thought it would be a good idea to


include a water operator in the meeting. Shaylee will see if the CSWD's previous General Manager, Shannon ShROUT is available to attend the meeting and share his knowledge of the area. Glenn Hillis will also be asked to sit in at the meeting.

- **Huerfano County Water Conservancy District – Letter of Support:**  
Board members discussed this previously in Section 8. Board members would like to offer a letter of support with the purpose of extending the design of Bruce Canyon Reservoir from 50% to 90%.  
**Jim Alt made a motion to approve the letter of support as discussed. Ron Barbee seconded the motion. All in favor. Motion carried.**
- **Panadero Ski Corp:**  
Jim Littlefield was unable to attend today and he sent his partners Jeremy Golnik and Ken Clayton to speak on his behalf. The Panadero Ski Corp is requesting a letter of support to move forward with getting electricity to the building and stated a requirement from the county was the ability to provide a lease agreement. Jim Alt explained a work session is needed to discuss this further. They will plan a work session to discuss the electrical requirements and they will also need to consult with the water attorneys and also the local water commissioner, Doug Brgoch.
- **CSWD Staffing Update:**  
Shaylee Andreatta will work on a job posting for a Field Superintendent in the World Journal. Shaylee has taken on the role of General Manager until a qualified candidate is found. She is also working her normal position as Business Administrator. The board thanked Shaylee for all of her extra efforts.  
**Jim Alt made a motion to appoint Shaylee Andreatta as interim General Manager until further notice. Steven Davis seconded the motion. All in favor. Motion carried.**
- **Non-Disclosure Agreement – Shannon ShROUT :**  
Shaylee Andreatta has been in contact with Bart Miller of CCFWU to help draft the agreement. The agreement will still allow Shannon complete contract work for the district.  
**David George made a motion to accept the drafted NDA from CCFWU. Steven Davis seconded the motion. All in favor. Motion carried.**
- **2022 Salary Survey:**  
Board members assigned Steven Davis, Larry Dasenbrock and Shaylee Andreatta to the Executive Committee to move forward with CSWD salary ranges and potential bonuses. They plan to meet before the next board meeting.
- **Present CSWD 2023 Preliminary Budget**  
Shaylee Andreatta explained the Budget Committee met on October 4<sup>th</sup>, 2022 to go over budget items. Shaylee has completed all of the 2021 actuals from the completed audit numbers. She is refiguring 2022 numbers as they come in. She also explained the rate covenant for 2022 and 2023 have been met.


**11. Executive Session as needed pursuant to C.R.S. 24-6-402(4) – 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.**

  
Larry Dasenbrock: President

  
David George: Vice President

  
James T. Alt  
Jim Alt – Treasurer

  
Steven Davis: Secretary

  
Ronald Barbee: Director