

CUCHARAS SANITATION AND WATER DISTRICT
16925 STATE HIGHWAY 12
CUCHARA, COLORADO 81055
Regular Meeting Minutes of the Board of Directors
January 21st, 2022

1. **CALL TO ORDER:**

Larry Dasenbrock opened the meeting at 9:01 am.

2. **ROLL CALL:**

LARRY DASENBROCK: Present
JAMES ALT: Present via telecom
RONALD BARBEE: Present via telecom
JAMES BERG: Present via telecom
DAVID GEORGE: Present via telecom

Staff present: Shannon Shrout (Via telecom), 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 were none.

David George made a motion to approve the January 21st 2022 Agenda as presented. Jim Berg seconded the motion. All in favor. Motion carried.

4. **MINUTES CORRECTION AND APPROVAL: December 10th, 2021 Regular Meeting Minutes:**

Board members reviewed the December 10th, 2021 Regular meeting minutes prior to today's meeting. Larry Dasenbrock asked if there were any changes or additions needed. Jim Alt requested clarification on Section 11, New Business. Under the topic for Approval of 2021 Bonuses and 2022 Salary Increases an additional comment has been added that explains a minor miscommunication during the Dec Board meeting. The corrected Payroll budget for 2022 is actually \$288,000, which is reflected in the approved 2022 Budget.

Jim Berg made a motion to approve the December 10th, 2021 Regular Meeting Minutes as amended. David George seconded the motion. All in favor. Motion carried.

5. **TREASURER'S REPORT:**

- Jim Alt reviewed financial documents for December 2021 with the board and gave them a chance to ask questions. Jim provided an overview of the Operating Cash Income and mentioned the account item for Service Fee Overpayment is listed on this report to account for cash received ahead of plan for December water and sewer service fees. Jim Alt explained the CSWD staff has been working on auditing customer accounts to ensure proper accounting. The Aspen Leaf condos have been entered into the Caselle billing module and all accounts are being accounted for individually. The CSWD staff has outlined the responsibilities of the condo owners and all residents have been contacted. Jim Alt mentioned that operating expenditures were under budget for 2021. Shaylee Andreatta gave a brief explanation regarding the CSWD Health Reimbursement Plan, TASC. Lastly, Jim reviewed the December 2021 Trend Chart.
Jim Berg made a motion to approve the December 2021 Treasurer's Report as presented. David George seconded the motion. All in favor. Motion carried.

6. **PUBLIC FORUM:** Nothing to Report

7. **RESOLUTIONS:**

- ***Resolution 2022-01: Posting of Notices of CSWD Board of Director's Meetings.***
Larry Dasenbrock provided a brief explanation of the resolution. Shaylee Andreatta confirmed she will post the resolutions on the CSWD website and is also submitting the necessary documentation to the Huerfano County clerk.
Jim Berg made a motion to approve Resolution 2022-01 as presented. Jim Alt seconded the motion. All in favor. Motion carried.
- ***Resolution: 2022-02 - A resolution calling for the 2022 Regular District Election and Appointing a Designated Election Official (DEO)***
Jim Berg asked for Shaylee Andreatta to confirm this resolution is necessary, he pointed out the previous DEO Resolution 2021-10 that should cover this requirement. Shaylee explained Peggy Ruff of CCFWU recommended this resolution. Jim Berg asked Shaylee to review both resolutions and recommended the district omit the duplicate copy.
Jim Berg made a motion to omit Resolution 2021-10 and approve Resolution 2022-02, calling for the 2022 Regular District and Appointing a Designated Official.

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

a. **Operations Status Report: Reported by Shannon Shrout, Nothing to Report**

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

c. **Water Stewardship Committee Report:**

Jim Alt provided a brief update regarding the Huerfano Count Water Conservatory. He mentioned that he believed the committee is still looking into grants and funding options. The committee is still moving forward with the 50% design plan on the Bruce Canyon and Maria Steven dam projects. Jim Alt explained an engineer shared end of year over flow patterns on Bruce Canyon. He advised that the meeting had been canceled this month but that he would reach out to Carol Dunn for updates and that he plans to attend the scheduled meetings in 2022.

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. Jim advised the board that there are no new cases at this time. He provided a detailed overview of case 20CW3012, and stated that no action is needed by the board at this time. Stuart has completed the stipulation on behalf of CSWD. Stuart provided a signed copy to Shaylee Andreatta and has submitted for a final decree. He stated the augmentation plan referenced in item No.3 is a work in progress. Jim Berg also stated there was a discrepancy on the map shown in the survey that was completed for the CDOT Highway 12 right-of-way Common Use Agreement. Jim Berg mentioned that Shannon Shrout is working to create a site drawing that captures all of the CSWD infrastructure and facilities.

e. **Rules and Regulations Committee report:**

Jim Berg requested a copy of the Rules and Regulation's draft and stated he plans to begin working with Shannon Shrout to finalize the revisions needed on Section 6.

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

g. **Personnel Policy Committee: Nothing to Report**

h. **Information Technology Update:**

Jim Alt provided a brief update. He stated there was a problem with the server host that caused a problem with the CSWD emails. Each individual with a CSWD email account needed assistance from Hayden Alworth (Computer Kernel) and Jim Alt to correct the issue. Jim Alt also explained there was a problem with the new temperature logger and that he experienced difficulty programming the device. He was able to order an adapter to complete the programming but the adapter he received was faulty. He will attempt to program the temp logging device again when the new adapter arrives.

i. **Reports of Officers:**

Larry Dasenbrock gave recognition to the staff and board members and thanked them for their efforts. He mentioned the need to conserve water and to be conscious of the growing demand within the district. Larry mentioned that he and Shannon Shrout have not yet received an official request from any developers in the area regarding snow making requests. Larry explained that this is an election year and that he is aware of at least one interested candidate, the district needs to fill 3 seats. Lastly, Larry mentioned the urgent need for a new and improved CSWD website. Shaylee Andreatta will work with Hayden Alworth (Computer Kernel) and Jim Alt to research website options. Jim Alt will try to chat with vendors at the SDA conference as well. Jim Berg mentioned it may be a good idea to schedule a meeting with Stuart Corbridge of Vranesh and Raisch to discuss water rights and CSWD history to keep continuity within the board and new board members. Jim Alt recommended the district follow through with the plans for a new Baker Creek water plant. He reiterated the concern over the Spanish Peak plant being a single point failure and stated he wholeheartedly encourages the district take action and move forward with the purchase of the new plant.

9. **OLD BUSINESS:**

- **Job Safety Analysis – Nothing to Report**

10. **NEW BUSINESS:**

- **Approve 2022 Budget Message Approval:**


Larry Dasenbrock reviewed the budget message and after discussion the board determined that a motion is not needed to approve this document. Jim Berg reminded Shaylee Andreatta to prepare the budget package for the Department of Local Affairs (DOLA) and our CSWD customers. Shaylee explained she has already submitted the transmittal letter to DOLA and that a copy is available upon request. Jim Berg asked that Shaylee send a copy of the letter to all board members for review.

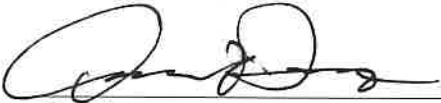
- **Response to LVFPD's Request for Free Water and Sewer :**

Shannon ShROUT emailed CSWD's legal counsel CCFWU and received a reply from Bart Miller. Shannon emailed Bart's response and is waiting for direction from the board. The board is waiting for LVFPD to submit a formal request in writing and agreed no decisions would be made at this time.

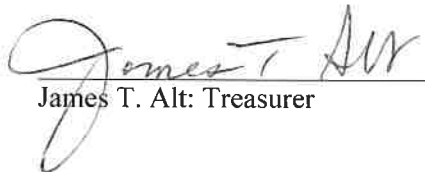
11. **ADJOURNMENT:**

Jim Berg made a motion for an adjournment of today's meeting. Jim Alt seconded the motion. All in favor. Motion carried. The meeting was adjourned at 10:47 am.


Larry Dasenbrock: Chairman


David George: Vice Chairman


Ronald Barbee: Secretary


James T. Alt: Treasurer


James Berg: Director