

CUCHARAS SANITATION AND WATER DISTRICT (CSWD)
16925 STATE HIGHWAY 12
CUCHARA, COLORADO 81055
Regular Meeting Minutes of the Board of Directors
April 7th, 2023

1. **CALL TO ORDER:**

Larry Dasenbrock opened the meeting at 9:02 am

2. **PLEDGE OF ALLEGIANCE:**

The pledge of allegiance was led by Jim Alt

3. **ROLL CALL:**

LARRY DASENBROCK: Present

DAVID GEORGE - Present

JIM ALT - Present

STEVEN DAVIS – Absent (Unexcused)

RON BARBEE – Absent (Unexcused)

Staff present: Julia Shroust & 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 minor change made to Section 9, Old Business. The item named CSWD Facilities Security Plant Update has been omitted.

David George made a motion to approve the April 7th, 2023 agenda as amended. Jim Alt seconded the motion. All in favor. Motion carried, 3/0.

5. **MINUTES CORRECTION AND APPROVAL: March 10th, 2023 Regular Meeting Minutes:**

Board members reviewed the March 10th, 2023 Regular Meeting Minutes prior to today's meeting. Larry Dasenbrock asked if there were any changes or additions. There were none.

David George made a motion to accept the March 10th, 2023 Regular Meeting Minutes as presented. Jim Alt seconded the motion. All in favor. Motion carried, 3/0.

6. **MINUTES CORRECTION AND APPROVAL: March 30th, 2023 Work Session Minutes:**

Board members reviewed the March 30th, 2023 Work Session minutes prior to today's meeting. Larry Dasenbrock mentioned a correction needed on Section 3, Roll Call. Ron Barbee was not present and will be listed as absent- unexcused.

Larry Dasenbrock made a motion to accept the March 30th, 2023 Work Session Meeting Minutes as amended. David George seconded the motion. All in favor. Motion carried, 3/0.

7. **TREASURER'S REPORT:** No vote taken today for the TR report.

Jim Alt explained that he and Julia Shroust were still working on the March 2023 Treasurer's report and that they would not be presenting it for approval at today's meeting. Jim explained some accounting items were still being updated in the QuickBooks software and that they plan to present the March report at the May 12th, 2023 meeting. Jim briefly went over the Profit & Loss report from QuickBooks and was able to go over some items for the month of March. He stated that Julia will continue to massage the report and she will reach out to Wilklow & Associates for support. Jim went over the reserve account balances from the ColoTrust accounts and said the district is in good standing for the loan payment due next month. He explained that in March the district saw gains on interest and that the net asset value of all ColoTrust Edge accounts are improving, reflecting unrealized gains so far for the year.

- **Covenant violation letter from CWR&PDA**

Jim Alt mentioned a letter CSWD received from Colorado Water Resources & Power Development Authority on March 17th, 2023 detailing a violation for not meeting the required loan covenant. Jim gave a brief explanation of the violation and said this was inferred from last year's audit numbers. Jim expressed the urgency of handling this right away, as the district is about to begin a new audit. After doing some investigation, Jim reached out to our auditor, Mike Dixon, for clarification. Jim explained that the state had added the loan reduction amount of \$72K to the annual principal and interest payments and concluded we had insufficient income to cover that amount. Jim then called the CWR&PDA representative and contended that what the state did was incorrect and after reviewing CSWD's amortization schedule, the CWR&PDA representative agreed. Jim feels the issue has been resolved but will ask for concurrence from CWR&PDA.

- **Wilklow & Associates**

Jim explained he visited the CPA's at Wilklow & Associates at their offices in Trinidad and that he feels confident using their accounting services. Jim explained he signed a service agreement with them and that the staff is ready to utilize their services. They will assist Julia Shroust as needed with accounting help, including the upcoming audit. Julia has access to Wilklow's dashboard portal to share information with their office daily. Julia will share the accountant's copy from QuickBooks and they will begin building the information into our portal. Tressen Passarelli is point of contact and Nancy Palmer is the CPA at Wilklow. They have been very responsive and helpful.

8. **Public Forum:** Nothing to report

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

- a. **Operations Status Report:** Jim Alt covered operations report provided by Glenn Hillis (Attached)
- b. **Administrator Report:** Reported by Julia Shrou, Detailed Report Attached

c. **Water Stewardship Committee Report:**

Jim Alt attended the HCWCD meeting held on February 27th and he went over the meeting minutes. Jim went over a project summary and explained the HCWCD efforts for funding, including funding indirectly from the Walton Foundation. Jim talked about potential reservoir sites and said Bruce Canyon and Maria Stevens' locations are still at the top of the list. Jim mentioned the HCWCD has hired Doug Brgoch as a consultant. Jim said he didn't attend the March meeting but that he would obtain the minutes and report back next month.

d. **Legal Case Updates**

Jim Alt went over the email provided by Stuart Corbridge of Vranesh and Raisch and briefly reviewed each case. There are no new cases and no action is needed by the board at this time.

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

The committee hopes to regroup in May to continue revisions on section 6.

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

g. **Information Technology Update:**

Jim Alt has been working with Hayden Alworth (Computer Kernel) to solve an issue with the recordings for the security cameras. The recordings were not being saved properly and Hayden was able to resolve the issue. Jim requested that if the staff or board receive any spam emails that they forward them to him, so that he and Hayden can block the senders as necessary.

h. **Reports of Officers:** Nothing to Report

10. **OLD BUSINESS:**

- **Job Safety Analysis:**

David George reminded board members to review the list of safety and security items suggestions that he shared previously. He also mentioned the field workers need non slip boots and he recommended the district participate in AED and CPR training. David recommended reaching out to Kyle for respirator recommendations. He also asked that the field workers order a new ADA-compliant handicap parking only sign for the office parking lot.

- **Baker Creek Plant Project Update:**

Jim explained the first contract with GMS regarding the PNA submittal is complete and that Julia should watch for an invoice. A portion of that invoice will be covered by a grant from the state. Jim explained we are now in a waiting period. CDPHE is still reviewing the PNA which has caused a slowdown in the design phase. Jim Alt suggests waiting to sign the new agreement with GMS and to include the new board members. Jim explained there is a large backlog for PNA reviews and that it could be a long wait for CDPHE's approval. Jim mentioned Tom McClernan plans to visit the district on Monday at 9:00 am to get a firsthand look at the facility.

- **Paymentus Billing – CSWD Customer Portal Update:**

Steven Davis will continue to work with the office staff to research options for the online customer portal. Kristan Lowe explained the preferred provider of Paymentus is Invoice Cloud and they have sent us an updated quote. We are still waiting to see how to proceed for payments. The agreement is still under review, waiting for Steven.

- **CSWD Staffing Update:**

Kristan Lowe mentioned the need for part time help and that she has been in contact with a person who showed interest but then hasn't replied. Kristan will continue to try to recruit help for office-related items but that there has been no interest yet. Kristan reiterated the need to utilize Wilklow & Associated for book keeping -related help. Kristan Lowe stated she would like to go back to her part time schedule of 3 days per week for the summer months. Jim Alt agreed we should post an ad in the World Journal for part time office help.

- **Executive Committee Update (ExCom):**

ExCom members include David George and Ron Barbee until April 14th, 2023. Board members discussed who will be on the ExCom for the period of April 14th thru May 12th, 2023. Larry explained due to personal matters he might have

other prior commitments but that he will step up to serve on this committee this month and that he will reach out to Steven for help as well.

- **CSWD Facilities Security Plan:**

In the future this will be covered on Reports of Officers under Safety Analysis, this item was already discussed. See S. 10.

11. **NEW BUSINESS**

- **Discuss and Approve purchases for WWTP – Blowers and Sludge Holding Items:**

Board members reviewed specifications and a parts quote provided by Tucker ShROUT from Republic Manufacturing. Jim stated these items should have been included in our 2023 initiatives planning meeting. Jim Alt explained how these systems work and said that, due to their age, there is some urgency for obtaining new digester and sludge holding tank blowers. He recommends replacing one at a time. The board feels this is the best option for the district and agreed to move forward with the purchase. Board members discussed cost and installation plans. Jim suggested Tucker obtain firm bids for the blowers, with a not to exceed budget of \$45,000. Jim Alt agreed with Tucker to first replace the digester blower and then the sludge holding tank blower. RedHyl Welding will fabricate the adapters. These items were previously budgeted for 2023. Jim also mentioned the contact chamber needs cleaned out at the WWTP and that the work will need to be outsourced. Tucker is working on estimates. Jim will continue to work with Tucker to research this need, mentioned it was not budgeted but does need to be completed.

Jim Alt made a motion to move forward with a not-to-exceed purchase, including the mechanical installation job for both the digester and the sludge holding tank blower assemblies. David George seconded the motion. All in favor. Motion carried, 3/0.

- **Election Update**

Larry Dasenbrock explained there has been no other interest in the open board position. Ron Barbee and Steve Davis terms have expired and they have been reelected. They will be sworn in at the next board meeting. David George's term is up and he will not be continuing on the board. Larry thanked David for all of his contributions to the district over the years and expressed on behalf of everyone how thankful the district is for his years of service. Larry Dasenbrock will continue to keep asking folks to volunteer to serve on the board and try to fill the open position before we have to appoint someone. Starting May 2nd, 2023, the deadline will be 60 days to appoint a board member. Julia and Kristan will work with the SDA and Peggy Rupp to ensure election processes are handled accurately.


- **Aspen Leaf Lower Fire Hydrant Discussion:**

Ron Jameson of Chaparral Construction made an inquiry about the lower hydrant in the Aspen Leaf condo subdivision. Jim consulted with Shannon ShROUT and reviewed GIS Mapping. Jim gave an explanation on why the lower hydrant is no longer in service and mentioned there are no plans at this time to make that repair. It would be a very costly repair and the other hydrants are live and meets the requirements for fire protection. Jim mentioned the need for better record keeping in the future for hydrant testing and that he plans to research the district files to see if he can find record of prior testing results.

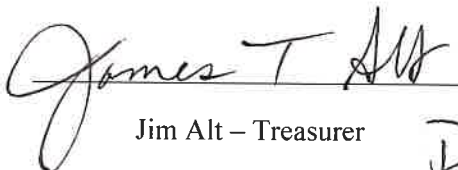
12. **Executive Session: Nothing to Report**

13. **Adjournment:**

David George made a motion for an adjournment of today's meeting. Jim Alt seconded the motion. All in favor. Motion carried, 3/0. The meeting was adjourned at 11:02 am.


Larry Dasenbrock: President

Via Telecom David George
David George: Vice President


James T. Alt
Jim Alt – Treasurer


Steven Davis: Secretary


Ronald Barbee: Director at Large

