

CUCHARAS SANITATION AND WATER DISTRICT (CSWD)
16925 STATE HIGHWAY 12
CUCHARA, COLORADO 81055
Regular Meeting Minutes of the Board of Directors
January 8th, 2024 (Amended)

1. **Call to Order:**
Larry Dasenbrock called the meeting to order at 10:25 am.
2. **PLEDGE OF ALLEGIANCE:**
The Pledge of Allegiance was led by Larry Dasenbrock
3. **ROLL CALL:**
LARRY DASENBROCK: Present
JIM ALT – Present
STEVEN DAVIS-Present
RON BARBEE- Present via Telecom
CHRIS SMITH-Present

Staff present: Terry Sykes, 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. Jim Alt requested the agenda be amended to reflect the start time of 10:25 am. The receptionist, Kristan Lowe corrected the agenda as requested during today's meeting. The meeting start time of 9:00 am was modified to 10:25 am due to inclement weather.
Jim Alt made a motion to approve the January 8th, 2024 Regular Board meeting agenda as amended. Steven Davis seconded the motion. All in favor. Motion carried, 5/0.
5. **MINUTES CORRECTION AND APPROVAL: December 7th, 2023 Work Session Minutes:**
Board members reviewed the December 7th, 2023 Work Session Meeting Minutes provided in the board meeting packets. Larry Dasenbrock asked if there were any changes or additions. There were none.
Steven Davis made a motion to approve the December 7th, 2023 Work Session Meeting Minutes as presented. Jim Alt seconded the motion. All in favor. Motion carried, 5/0.
6. **MINUTES CORRECTION AND APPROVAL: December 8th, 2023 Regular Meeting Minutes:**
Board members reviewed the December 8th, 2023 Regular Meeting Minutes draft prior to today's meeting. Larry Dasenbrock asked if there were any changes or additions. There was a change made to the first bullet item of Section 10. The change was made to reflect that Trevis Smith was no longer employed by GMS. Receptionist Kristan Lowe made the corrections during today's meeting.
Steven Davis made a motion to approve the December 8th, 2023 Regular Meeting Minutes as Amended. Steven Davis seconded the motion. All in favor. Motion carried, 5/0.
7. **Discuss and Approve November 2023 Treasurer's Report**
Jim Alt provided an update for the Treasurer's Report through December 2023. He reviewed the financial documents and gave the board members a chance to ask questions. Jim then provided an overview of the cumulative items through December and went over pages 1 & 2 of the treasurer report documents. Jim Alt updated the board regarding the Drinking Water Revolving Fund grant for the Baker Creek project. He mentioned the checking balances were up and that the debt services account is increasing again after the recent loan payment. Jim Alt showed on accumulative that the revenue from property taxes was lagging. Board members discussed sewer fees and how they are allocated in the Treasurer's Report. Jim Alt and Julia Shroust plan to meet to discuss year end items.
Steven Davis made a motion to accept the December 2023 Treasurer's Report as presented. Jim Alt seconded the motion. All in favor. Motion carried, 5/0.
8. **Public Forum: Nothing to Report**
9. **REPORTS OF OFFICERS, COMMITTEES PROFESSIONAL CONSULTANTS and STAFF:**
 - a. **Operations Status Report: Operations items provided by General Manager (GM) Terry Sykes**
General Manager Terry Sykes provided an update regarding happenings in the field. There is no action needed by the board at this time. Terry recapped the Panadero Ski Corporation agreement and lease details. He also updated the board regarding CDPHE notices. Terry explained the samples were abnormal for TSS removals. He doesn't expect any fines or penalties. Also, he is working on resolution for the contact chamber access points.
 - b. **Administrator Report: Reported by Julia Shroust, Detailed Report Attached**
Board members discussed estimates and auditor candidates. Julia Shroust expressed she felt most comfortable with the CPA from Haney & Co, Christine McLeod. Christine has worked with Special Districts in the past and is looking forward to a

long term relationship. The district will work with her on a yearly basis. An agreement will be signed with no term commitment. Christine quoted Julia up to 14K.

Jim Alt made a motion to accept the proposal from Haney & Co for the 2023 CSWD required yearly audit. Chris Smith seconded the motion. All in favor. Motion carried, 5/0.

11:40 am, Larry Dasenbrock called for a 5 minute recess and restroom break.

11:45 am, Larry Dasenbrock reconvened the meeting.

c. Water Stewardship Committee Report: Nothing to report,

Jim Alt mentioned the HCWCD is having their budget meeting today and that he wouldn't be attending. He plans to review their minutes and report back. Jim Alt mentioned the meetings are always held on the 4th Monday of the month at the city building located at 200 Russell Ave. in Walsenburg.

d. Legal Case Updates

Jim Alt explained that there are no new cases or applications and no action is needed by the board at this time. Stuart Corbridge of Vranesh & Raisch hadn't sent the monthly case update in time to review for today's meeting since he was not apprised of the January meeting date.

e. Rules and Regulations Committee report:

The committee plans to regroup in early 2024 to resume R&R edits.

f. Personnel Committee:

Ron Barbee, Larry Dasenbrock and Terry Sykes met with field worker Laurence Burgess to complete his 90 days performance review. Laurence has proven himself to be a dedicated and valuable asset to the CSWD staff. He has successfully completed his 90 days review and will continue to pursue his Level D wastewater license. Ron and Larry also met with General Manager, Terry Sykes for an employee evaluation and confirmed Terry has successfully completed his probationary period.

g. Information Technology Update:

Jim Alt explained there has been trouble with the Cuchara mail log in and that he and Hayden Alworth have determined the problem. Chris Smith reported not being able to access the district email via his mobile phone. Kristan Lowe will reach out to Hayden following today's meeting to assist with resolving the log in issue for Chris.

• Reports of Officers:

Nothing to Report

10. OLD BUSINESS:

• Baker Creek Plant Project Update:

Jim Alt explained we are waiting on CDPHE to approve the design phase for the filtration part of the project. There is a new contact at GMS, Trevis Smith is no longer employed with GMS

• Auditor Estimates

Julia Shroul covered this during her Administrative Report on section 9B.

• Electronic Billing & Paymentus - CSWD Customer Portal:

Steven Davis created a text file from data provided by the Caselle Utility Billing software. Kristan Lowe will share the text file with Paymentus to see if this will work. Kristan will also request assistance from Hayden Alworth to automate the report so that the data sent from Caselle is converted automatically before forwarding to Paymentus.

11. NEW BUSINESS

• Discuss and Approve CSWD Budget for 2024:

Board members reviewed the proposed budget provided in board member packets. Jim Alt reviewed projections and year end information. Jim Alt indicated the capital items are aggressive but necessary. Board members discussed employee bonuses. The 2024 budget is adopted via Resolution 2024-01, motion below.

• Resolution 2024-01: Summarizing Expenditures and Revenues – Adopt 2024 Budget:

Board members reviewed the budget draft and thanked Julia Shroul and Jim Alt for their efforts. Larry Dasenbrock asked if there were any changes or additions. There were none.

Ron Barbee made a motion to approve the CSWD 2024 budget as presented. Chris Smith seconded the motion. All in favor. Motion carried, 5/0.

• Resolution 2024-02: Appropriate Sums of Money:

Larry Dasenbrock recited the resolution and asked if there were any changes or additions. There were none. Jim Alt explained the balances and explained it is broken up into 3 parts. General/Government, water & sewer fund columns.

Chris Smith made a motion to approve Resolution 2024-02 Appropriate Sums of Money as presented. Steven Davis seconded the motion. All in favor. Motion carried, 5/0.

• Resolution 2024-03: Set Mill Levies:

Larry Dasenbrock recited the Resolution and asked if there were any changes or additions. There were none. Jim Alt gave a brief explanation regarding reduced evaluations from the county and advised everyone that valuations for our

district have gone down. Jim Alt provided arithmetic explanations for how the 8.094 Mil Levy results in tax payments from the county.

Steven Davis made a motion to approve Resolution 2024-03 as presented. Chris Smith seconded the motion. All in favor. Motion carried, 5/0.

- **Executive Committee Calendar Update:**

Board members discussed the 2024 executive committee members. Chris Smith will serve with Larry Dasenbrock and Terry Sykes for the month of February 2024.

- **2023 Employee Bonus Compensation Discussion:**

Larry Dasenbrock provided a brief update and explained he, Jim Alt and Terry Sykes propose the following bonus compensation:


Terry Sykes to receive \$800, Glenn Hillis to receive \$1500, Julia Shrou to receive \$800, Kristan Lowe to receive \$1100 and Laurence Burgess to receive \$800. Terry Sykes declined to accept his bonus and asked that his bonus earnings be distributed evenly amongst the 4 employees listed. Board member agreed and requested that Julia Shrou issue bonus checks at the next payroll event.

Final Bonus amounts are, Terry Sykes \$0, Glenn Hillis \$1700, Julia Shrou \$1000, Laurence Burgess \$1000 and Kristan Lowe, \$1300.


Jim Alt made a motion to accept the employee bonus compensation as discussed. Chris Smith seconded the motion. All in favor. Motion carried, 5/0.


12. Adjournment:

Jim Alt made a motion for an adjournment of today's meeting. Chris Smith seconded the motion. All in favor. Motion carried, 5/0. The meeting was adjourned at 12:50 pm.


Larry Dasenbrock: President


Chris Smith - Vice President


Jim Alt -- Treasurer


Steven Davis: Secretary

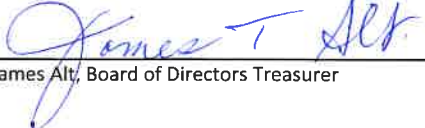

Ron Barbee: Director at Large

January 2024 Treasurer's Report

		Actuals	Budget
Operating Cash Income			
400002 - Service Fees	Water	30,256	32,100
400003 - Service Fees	Sewer	23,954	25,440
400004 - Service Fees	Pond Delivery Charge	509	538
400005 - Comm Serv Fees	Water	2,295	1,736
400006 - Comm Serv Fees	Sewer	0	1,392
4210 - Customer Late Charge	Customer Late Charges	241	125
4220 - Interest Earned	Interest Earned at (FNBT) Water Debt Srvc. Account	13	23
4250 - Property Taxes - Gov	Huerfano Co. Treasurer Property Taxes	465	1,062
425011 Debt Service	Bond Tax Revenue	0	0
425002 - Prop Tax Exemp	Personal Property Tax Exemption	0	0
4270 - Specific Ownership Tx	Huerfano Co. Treasurer Specific Ownership	799	96
4280 - County Treasurer Interest	Huerfano Co. Treasurer PT Interest	0	2
4301 - Pond Income	Pond Administration Fee	170	170
4400 License Fees	License Fees	0	0
4550 - Misc. Ops Income	Other misc revenue	25	833
Total Active Operating Income		58,727	63,517
Operating Expenditures			
5041 - Directors' Fees	Directors' Fees	500	600
5051 - Salaries	Salaries	27,857	23,640
5061 - Temp Labor	Temporary Labor	0	0
5071 - Payroll Taxes	Payroll Taxes	406	358
5101 - EE Retirement	Employee Retirement Expense	3,343	3,432
5111 - Employee Insurance	CEBT, TASC, Dependent Child Health Benefit	4,225	4,286
5151 Workman's Comp	Workman's Comp Insurance	5,614	5,614
6001 - Analytical Services	CO Analytical Lab and Sangre De Cristo Lab: Water & Wastewater Samples	479	1,333
6031 - Audit Expense	Haynie & Company	0	0
6071 - Loan Principal Expense	Loan Principal Expense	0	0
6101 - Chemicals	Chemicals	2,250	1,042
6201 - County Treasurer Fees	Huerfano Co. Treasurer county fees	14	2
6791 Dues and Subscriptions	Dues and Subscriptions	695	125
6881 - Insurance Expense	P&L Insurance Expense	30,030	30,030
6911 Loan Interest	DWRF 2012 Cuchara Tank, DWRF 2019 SPWSIP Interest	0	0
6921 - Legal Expense	Vranesh and Raisch: Water Cases	4,058	2,500
6971 - Miscellaneous Expense	Miscellaneous Expense	0	0
7001 - Office	Caselle Monthly and Added Modules, Gobin's, Amazon	1,904	2,000
7021 - Permits & Fees	CDPHE, USFS	0	83
7051 - Professional	Professional Services	6,412	2,083
7121 - Repair & Maintenance	Repair and Maintenance	504	1,967
7211 - Telephone	Century Link, HuerfanoTel	1,943	688
7241 - Training & Travel	Training and Travel	0	375
7321 - Utilities - Electric	San Isabel Electric Co	2,801	3,188
7341 - Utilities - Propane	La Veta Propane	1,928	1,167
7361 - Utilities - Trash	Mountain Disposal	90	100
7381 - Vehicle Expense	Vehicle Expense	147	750
Total Active Operating Expenditures		95,200	85,363
9141 - Capital Interest	CAPITAL INTEREST	3815	1,833
8001-Capital Income	CAPITAL INCOME	0	0
9201 - Misc Capital Rev	MISC CAPITAL REVENUE	0	0
Total Capital Income		3,815	1,833
9890-Cap Exp		0	0
		0	0
December 31, 2023 Chkg Acct Bal (FNBT #246)			108,504
January 31, 2024 Chkg Acct Bal (FNBT #246)			66,159
December 31, 2023 Water Debt Services (FNBT #254)			33,757
January 31, 2024 Water Debt Services (FNBT #254)			43,419
Reserves			
E001 ColoTrust CSWD Water Capital Edge			81,107
E002 ColoTrust CSWD Capital Reserve Edge			181,338
E003 ColoTrust CSWD Sewer Capital Reserve Edge			337,138
E004 ColoTrust CSWD Debt Reserve Edge			194,259
8001 PLUS+ Water Capital			27,849
Total Reserves			821,691
Remaining Loan Principal			
SPWSIP Loan D19F428			1,379,647
Cuchara Wtr Tank Loan D12F303			45,643

January 2024 Treasurer's Report

	Actuals	Budget YTD	\$ Over Budget	% of Budget	Annual Budget	% of Budget
Operating Income						
400002 · Water Service Fees	30,256	32,100	(1,844)	94.3%	385,200	7.9%
400003 · Sewer Service Fees	23,954	25,440	(1,486)	94.2%	305,280	7.8%
400005 · Comm Water Service Fees	2,295	1,736	559	132.2%	20,873	11.0%
400006 · Comm Sewer Service Fees	0	1,392	(1,392)	0.0%	16,698	0.0%
4000 · Excess Consumption Fees	0	0	0	#DIV/0!	500	0.0%
400004 · Pond Delivery Fees	509	538	(29)	94.6%	6,453	7.9%
4210 · Customer Late Charges	241	125	116	192.8%	1,500	16.1%
4220 · Interest Earned	13	23	(10)	56.5%	270	4.8%
4250 · Property Tax Revenue	465	1,062	(597)	43.8%	98,370	0.5%
425002 · Personal Property Tax Exemption	0	0	0	#DIV/0!	150	0.0%
425011 · Debt Service - Bond Tax Revenue	0	0	0	#DIV/0!	25	0.0%
4270 · Specific Ownership	799	96	703	832.3%	12,000	6.7%
4280 · County Treasurer Interest	0	2	(2)	0.0%	125	0.0%
4301 · Pond Administration Income	170	170	0	100.0%	2,040	8.3%
4400 · License Fees	0	0	0	#DIV/0!	225	0.0%
4550 · Miscellaneous Operating Income	25	833	(808)	3.0%	10,000	0.3%
Total Operating Income	58,727	63,517	(4,790)	92.5%	859,709	6.8%
Operating Expenditures						
5041 · Directors' Fees	500	600	100	83.3%	7,500	6.7%
5051 · Salaries	27,857	23,640	(4,217)	117.8%	283,679	9.8%
5061 · Temporary Labor	0	0	0	#DIV/0!	13,960	0.0%
5071 · Payroll Taxes	406	358	(48)	113.4%	4,301	9.4%
5101 · Employee Retirement Expense	3,343	3,432	89	97.4%	41,189	8.1%
5111 · Employee Insurance Expense	4,225	4,286	61	98.6%	51,437	8.2%
5151 · Workman's Comp. Ins.	5,614	5,614	0	100.0%	5,614	100.0%
6001 · Analytical Services	479	1,333	854	35.9%	16,000	3.0%
6031 · Audit Expense	0	0	0	#DIV/0!	12,000	0.0%
6071 · Loan Principal: SPWSIP, Cuchara Tank	0	0	0	#DIV/0!	75,509	0.0%
6101 · Chemicals	2,250	1,042	(1,208)	215.9%	12,500	18.0%
6201 · County Treasurer Fees	14	2	(12)	700.0%	2,951	0.5%
6791 · Dues & Subscriptions	695	125	(570)	556.0%	1,500	46.3%
6881 · Insurance Expense	30,030	30,030	0	100.0%	30,030	100.0%
6911 · Loan Interest	0	0	0	#DIV/0!	34,941	0.0%
6921 · Legal Expense:	4,058	2,500	(1,558)	162.3%	30,000	13.5%
7001 · Office Expense & Postage	1,904	2,000	96	95.2%	24,000	7.9%
7021 · Permits & Fees	0	83	83	0.0%	1,000	0.0%
7051 · Professional Services	6,412	2,083	(4,329)	307.8%	25,000	25.6%
7121 · Repairs & Maintenance	504	1,967	1,463	25.6%	23,600	2.1%
7211 · Telephone Expense	1,943	688	(1,255)	282.4%	8,250	23.6%
7241 · Training & Travel	0	375	375	0.0%	4,500	0.0%
7321 · Utilities - Electric	2,801	3,188	387	87.9%	38,250	7.3%
7341 · Utilities - Propane	1,928	1,167	(761)	165.2%	14,000	13.8%
7361 · Utilities - Trash	90	100	10	90.0%	1,200	7.5%
7381 · Vehicle Expense	147	750	603	19.6%	9,000	1.6%
Total Operating Expenditures	95,200	85,363	(9,837)	111.5%	771,911	12.3%
Total Net Operating Income	(36,473)	(21,846)			87,798	
Capital Income						
8001 · Current Year Tap Fees	0	0	0	#DIV/0!	30,000	0.0%
9141 · Interest - Capital	3,815	1,833	1,982	208.1%	37,000	10.3%
934104 · Grant - Baker Creek Design & Engineering	0	0	0	#DIV/0!	211,700	0.0%
Total Capital Income	3,815	1,833	1,982	208.1%	278,700	1.4%
Capital Expenditures						
9001 · Gov't Fund	0	0	0	#DIV/0!	0	#DIV/0!
9002 · Water Fund	0	0	0	#DIV/0!	407,000	0.0%
9003 · Sewer Fund	0	0	0	#DIV/0!	300,000	0.0%
Total Capital Expenditures	0	0	0	#DIV/0!	707,000	0.0%
Net Income (Loss) not including depreciation	(32,658)	(20,013)				


 James Alt, Board of Directors Treasurer

January 2024 Treasurer's Report