

CUCHARAS SANITATION AND WATER DISTRICT (CSWD)
16925 STATE HIGHWAY 12
CUCHARA, COLORADO 81055
Regular Board Meeting of the Board of Directors
September 9th, 2022

1. **CALL TO ORDER:**

Larry Dasenbrock opened the meeting at 9:01 am

2. **PLEDGE OF ALLEGIANCE:**

The pledge of allegiance was led by Larry Dasenbrock, followed by a moment of silence to acknowledge the 21 year anniversary of September 11th, 2001 terror attacks.

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: Brian Orr (World Journal), Marshall & Kay Moore, Lisa Dasenbrock, James Littlefield, John Marchiol (Cuchara property owners).

4. **Approval of Agenda:**

Larry Dasenbrock asked if there were any changes or additions to today's agenda. There was change to the agenda requested by Jim Alt item under section 10, New Business. An item has been added to the agenda to discuss water and sewer tap records for 202 Ponderosa Rd, James Wetsel.

David George made a motion to approve the September 9th, 2022 agenda as amended. Ron Barbee seconded the motion. All in favor. Motion carried 5/0.

5. **MINUTES CORRECTION AND APPROVAL: August 5th, 2022 Special Meeting Minutes (Work Session):**

Board members reviewed the August 5th, 2022 Special Meeting (Work Session) 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 August 5th, 2022 Special Meeting (Work Session) minutes as presented. David George seconded the motion. All in favor. Motion carried 5/0.

6. **MINUTES CORRECTION AND APPROVAL: August 12th, 2022 Regular Meeting Minutes**

Board members reviewed the Aug 12th, 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 August 12th, 2022 Regular Meeting Minutes as presented. Steven Davis seconded the motion. All in favor. Motion carried 5/0.

7. **TREASURER'S REPORT:**

Jim Alt reviewed financial documents for August 2022 with the board and gave them a chance to ask questions. Jim provided an overview of the cumulative items through June and reviewed page 1 & 2 of the treasurer report documents. He mentioned the operating income is above budget, mostly due to Huerfano County property taxes have arrived ahead of schedule. The line item for Salaries and Payroll came in higher due to final checks and retirement expenses paid out to a departed employee. Jim Alt explained that no payment was made to La Veta propane in August, so a double payment will be made in September. Also, Challenger Roofing was at the CSWD office this week to make repairs and that they will add a protective mesh layer at this time. Jim Alt has been in contact with the insurance representative, Nella Rosales and explained the cost will be approximately \$8k out of pocket including the deductible. Operating expenditures included parts need for a leak repair in the River Run subdivision: The operating cash position and debt services been increasing in anticipation of upcoming loan payments that are due in November. Jim explained that we are trying to limit exchanges with water attorney to help reduce legal expenses but that the CDOT and Due Diligence items were time consuming for Stuart and that the expenses reflect that. Lastly, utilities, such as electricity have been higher than normal.

David George made a motion to approve the August 2022 Treasurer's Report as presented. Ron Barbee seconded the motion. All in favor. Motion carried 5/0

8. **PUBLIC FORUM:**

- **Marshall Moore** of 144 Aspen Rd. thanked the CSWD board member for their volunteer efforts and requested the board meet under Executive Committees when handling staffing items. Marshall also requested the board review district bylaws to ensure the correct processes are being followed.
- **Jim Littlefield** of 58 Cedar Ridge spoke on behalf of the Panadero Ski Corporation (PSC) and gave a brief progress report on Lift No. 4. He stated in respect to snowmaking the committee is planning to formally request the use of the CSWD pump house. They will request that San Isabel Electric Association (SIEA) restore power. Jim said the PSC will update the district of the progress as they go and that the district could reach out to PSC committee members Ken Clayton or Cale Dancho for updates at any time.
- **Jim Berg** reminded board members that now is a good time to review the SDA Board member manual to ensure that board members understand their commitments and responsibilities. He hopes the staff and board can come to a resolution regarding the conflicts mentioned upon employee resignations and talks of further resignations.

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

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

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

c. **Water Stewardship Committee Report:**

Jim Alt explained he and Larry Dasenbrock were both unable to attend the meeting on Monday and that there was no new information to report. Jim Alt emailed Carol Dunn requesting an update and he mentioned the minutes had not yet been posted to the HCWCD website. Jim will attend the meeting on September 26th, 2022 and will provide a detailed update at the October 7th board meeting. He mentioned he anticipated the HCWCD will most likely ask CSWD for a letter of support to move forward with funding requests. 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 conduct a yield study on the 3 water sheds: Baker Creek, Dodgeton and Cucharas. Jim also mentioned authorizing yield study to assess Baker Creek water flows and to make the Baker Creek project a priority of discussion and planning. Regarding the C-Dot right away, he stated the issues have been resolved and that we are just waiting on the forest service to issue a permit.

e. **Rules and Regulations Committee report: Nothing to Report**

The committee plans to regroup in September to continue revisions on section 6.

f. **Personnel Committee:**

Employee appraisals are complete. Tim Evans and Todd Eddleman have resigned. Employee retention was briefly discussed, Larry offered help with new applicants and interviews. Shaylee will look into posting the vacant positions in the Pueblo Chieftain newspaper to reach a broader range of candidates.

g. **Information Technology Update:**

Jim Alt explained 2 cameras have been installed at the Spanish Peaks Water Plant. He and Hayden Alworth (Computer Kernel) are working to eventually tie the new cameras into the network to view live footage. Jim and Hayden are also working on an email migration to a new server to improve filtering and phishing problems. Jim said the install took some time but that the test he completed was successful. Lastly, Hayden is working on writing a script that takes data from Caselle Utility Billing and converts it to individual records that are needed to proceed with the installation of our website customer portal supported by Paymentus.

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

10. **OLD BUSINESS:**

- **Job Safety Analysis**


David George briefly explained the CSD Pool survey and lists of items recommended by Representative Adam Johnsen. David provided a copy of the survey along with a copy of the revised Safe Work Practice and Confined Space Policies. He asked that all board members review prior to the next board meeting. David will present these

3. Contact James Wetsel to advise CSWD will begin billing for 2 separate water and sewer service accounts.
4. Leave as is.

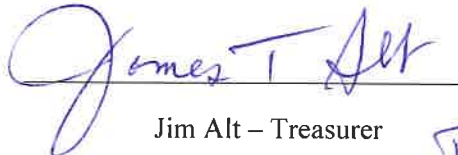
Board members agreed the best option at this time is to meet with Mr. Wetsel and discuss the options. Shannon Shrout will schedule a meeting.

12. ADJOURNMENT:

Jim Alt made a motion for an adjournment of today's meeting. David George seconded the motion. All in favor. Motion carried, 5/0. The meeting was adjourned at 10:31 am.


Larry Dasenbrock: President


David George: Vice President


Jim Alt – Treasurer


Steven Davis: Secretary


Ronald Barbee: Director

policies at the Oct 7th, 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 General Manager Shannon Shroust to create a list of locations that new locks need to be installed.

- **Baker Creek Plant Project Update:**

Jim Alt spoke to GMS and explained there is nothing new to report regarding the PER. Jim hopes to have the PER by the end of October. Jim mentioned different funding options that the district plans to apply for. He discussed the 3 grants we've been promised so far: \$24k from Huerfano County through the American Rescue Act for structure facility improvements, a \$10 k planning grant from CDPHE and a \$6250 grant from the Energy/Mineral Impact Assistance fund.

11. NEW BUSINESS:

- **Change Board Meeting Date from October 14th, 2022 to October 7th, 2022:**

Board members decided to move the board meeting to October 7th, 2022 so that the Treasurer Jim Alt is able to attend. The new date works well for the CSWD staff and other board members. Board members reminded CSWD staff to post the date change to the CSWD website.

Jim Alt made a motion to change the date of the October 2022 Regular Board Meeting to October 7th, 2022. Ron Barbee seconded the motion. All in favor. Motion carried 5/0.

- **2023 Budget Planning Kick Off:**

Shaylee Andreatta explained she has gathered the data needed for 2021 Actuals and 2022 projected totals to prepare for the 2023 rough draft that will be presented at the October Regular Board Meeting. The Budget Committee will meet before the next board meeting.

- **CEBT – Health Insurance Renewal**

Shaylee Andreatta provided a brief update and explained the rates for 2023 will increase by 4.5 %. The increase will be per employee, per month. Shaylee plans to meet with the insurance committee Shaylee hopes to learn more at this year's SDA Conference and will share her findings at the next board meeting.

- **Brian Blair – Letter of Support for Forest Restoration and Wildfire Risk Mitigation (FRWRM)**

Steven Davis explained the area regarding 110 acres for the mitigation project and explained part of this will involve 3 sides of CSWD Britton Ponds. Brian Blair is looking into applying for a 50/50 grant and explained there will be no financial commitment for CSWD. He requested a letter of support from the district. Steven said he would be willing to draft a letter and Larry Dasenbrock, board President will sign on behalf of CSWD.

Jim Alt made a motion to provide the letter of support for Brian Blair as requested. Steven Davis seconded the motion. All in favor. Motion carried 5/0.

- **Staffing Update:**

Larry Dasenbrock explained the CSWD staff and board members will continue to seek out qualified applicants. Shaylee Andreatta will look into posting in the Pueblo Chieftain newspaper. He mentioned the resignation of the CSWD Field Worker and Waste Water Treatment Operator and thanked the existing employee's for taking on extra responsibilities as we search for replacements.

- **James Wetsel – Water and Sewer Taps at 202 Ponderosa Rd**

Board members discussed the change of ownership at 202 Ponderosa Rd in the Spanish Peaks subdivision. It has come to the attention of the General Manager and CSWD Board that the taps for this location have not been paid for. Jim Alt and Shannon Shroust explained the following possible remedies.

1. Turn off water, dig down to main line at the cost of the district
2. Bill the new owner, James Wetsel for the taps that should have already been installed. (Cost of tap fees up for discussion).