**CUCHARAS SANITATION AND WATER DISTRICT**

**16925 STATE HIGHWAY 12**

**CUCHARA, COLORADO 81055**

**Special Meeting – Work Session Minutes of the Board of Directors**

**June 9th, 2022**

1. **CALL TO ORDER:**

Larry Dasenbrock opened the meeting at 2:05 pm

1. **PLEDGE OF ALLEGIANCE:**

The pledge of allegiance was led by Larry Dasenbrock

1. **ROLL CALL:**

LARRY DASENBROCK: Present

JAMES ALT: Present

RONALD BARBEE: Present

DAVID GEORGE: Present

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

**Visitors present:** None

1. **Election of Officers:**

Board members discussed the need to define titles but will wait until the vacant position is filled to assign roles and responsibilities. The position that needs to be filled will be up for reelection next term, so there is only one year remaining. The board will continue to request letters of interest and the roles will remain as is for the time being with Larry Dasenbrock as board Chair, David George as Vice Chair, Jim Alt board Treasurer and Ron Barbee as Board Secretary.

1. **Discuss Board Positions, Roles & Responsibilities:**

Jim Alt shared a copy of the 2018 discussion of Roles and Responsibilities as an example for today’s planning. They discussed priority and who should handle what regarding things like budgets, personnel policies, financial and operational items. Larry Dasenbrock will continue to attend the HCWCD meetings and provide updates to the board. The board discussed needs for the following areas:

**Operations:**

* **Equipment Life Cycle Planning**
* **Failure/replacement forecast**
* **Routine testing (hydrants, valves, cross-connects**

**Human Resources:**

* **Salaries & Benefits**
* **Retention**
* **Personnel Policies**

**Legal:**

* **Filings with potential CSWD impact**
* **Filing system for legal documents**
* **Yield study**
* **EQR analysis**
* **Collaborative (HCWCD)**

**Finance:**

* **Banking & Investment**
* **Annual budgeting**
* **Annual balance sheet (new)**
* **Audit support & review**
* **Treasurer’s reports**

**Long term strategy**

* **Rates and rate studies**
* **Capital planning**
* **Facility management/asset preservation**
* **Infrastructure planning**
* **Technology advancement**

1. **ADJOURNMENT:**

**David George made a motion for an adjournment of today’s meeting. Larry Dasenbrock seconded the motion. All in favor. Motion carried. The meeting was adjourned at 3:52 pm.**

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Larry Dasenbrock: Chairman David George: Vice Chairman

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James T. Alt: Treasurer Ronald Barbee: Secretary