**CUCHARAS SANITATION AND WATER DISTRICT (CSWD)**

**16925 STATE HIGHWAY 12**

**CUCHARA, COLORADO 81055**

**Regular Meeting Minutes of the Board of Directors**

**December 9th, 2022**

1. **CALL TO ORDER:**

Larry Dasenbrock opened the meeting at 9:00 am and explained he will need to excuse himself due to a personal matter. Vice President, David George will lead today’s meeting.

1. **PLEDGE OF ALLEGIANCE:**

The pledge of allegiance was led by David George

1. **ROLL CALL:**

LARRY DASENBROCK: Present for Call to Order, followed by excused absence

DAVID GEORGE - Present

JIM ALT - Present

STEVEN DAVIS – Present

RON BARBEE: Present

**Staff present:** Shaylee Andreatta & Kristan Lowe

**Visitors present:** Jim Littlefield of Panadero Ski Corporation, David Frisch and Trevis Smith of GMS Consulting Inc (Via Telecom).

1. **Approval of Agenda:**

David George asked if there were any changes or additions to today’s agenda. There was a change requested by Jim Alt on Section 12, New Business. The bullet item named Legal Case Updates will be omitted and discussed during Section 10, Reports of Officers bullet item will be called Legal Case Updates and Issues.

**Jim Alt made a motion to approve the November 10th, 2022 agenda as amended. Steven Davis seconded the motion. All in favor. Motion carried, 4/0.**

1. **MINUTES CORRECTION AND APPROVAL: Nov 9th, 2022 Work Session Meeting Minutes:**

Board members reviewed the November 9th, 2022 Work Session Meeting Minutes prior to today’s meeting. David George asked if there were any changes or additions. There was none.

**Steven Davis made a motion to accept the November 9th, 2022 Work Session Meeting Minutes as presented. Jim Alt seconded the motion. All in favor. Motion carried, 4/0.**

1. **MINUTES CORRECTION AND APPROVAL: Nov 10th, 2022 Budget Hearing Meeting Minutes:**

Board members reviewed the November 10th, 2022 Budget Hearing Meeting Minutes prior to today’s meeting. David George asked if there were any changes or additions. There was none.

**Jim Alt made a motion to accept the November 10th, 2022 Budget Hearing Minutes as presented. Ron Barbee seconded the motion. All in favor. Motion carried, 4/0.**

1. **MINUTES CORRECTION AND APPROVAL: Nov 10th, 2022 Regular Meeting Minutes:**

Board members reviewed the November 9th, 2022 Work Session Meeting Minutes prior to today’s meeting. David George asked if there were any changes or additions. Jim Alt requested clarification for the dates on Section 8H, Reports of Officers. The dates listed should reflect that Steven Davis was to remain on the Executive Committee until November 10th and at that point Jim Alt will volunteer until the next board meeting on December 9th, 2022. Also the last sentence, a statement from Shaylee Andreatta was deemed a typo and has been omitted.

**Steven Davis made a motion to accept the November 10th, 2022 Regular Meeting Minutes as amended. Jim Alt seconded the motion. All in favor. Motion carried, 4/0.**

1. **TREASURER’S REPORT:**

Jim Alt reviewed financial documents for November 2022 and gave board members a chance to ask questions. Jim provided an overview of the cumulative items through November and reviewed page 1 & 2 of the treasurer report documents. He mentioned the trend chart shows evidence of a well-planned budget. Analytical fees were high and included samples and land apply that were completed. The Baker Creek items required by GMS Engineering Inc. were not budgeted. Shaylee Andreatta explained Caselle is a monthly cost that changes because the modules were purchased separately. Debt service account reserves are low due to bi annual loan payment made in November 2022. Jim thanked Shaylee for help with adhering to the budget.

**Steven Davis made a motion to approve the November 2022 Treasurer’s Report as presented. Jim Alt seconded the motion. All in favor. Motion carried, 4/0.**

1. **Public Forum:**

Jim Littlefield spoke regarding the Panadero Ski Project. He thanked the board for their patience and efforts in 2022. He said the project has been postponed and that he will keep the board updated as things change. The Panadero Ski Corp will continue to work on the requirements set forth by the district and the Huerfano County Water Commissioner.

1. **REPORTS OF OFFICERS, COMMITTEES PROFESSIONAL CONSULTANTS and STAFF:**
2. **Operations Status Report: Reported by Shaylee Andreatta, Detailed Report Attached**
3. **Administrator Report: Reported by Shaylee Andreatta, Detailed Report Attached**
4. **Water Stewardship Committee Report:**

Jim Alt provided a brief update and explained he attended the meeting held on Monday December 2nd, 2022. He stated the meeting was mostly about pond augmentation, something CSWD has already addressed. The HCWCD is still working on the 50/50 grant to bring the Bruce Canyon reservoir to the 90% design stage. A grant for the Bruce Canyon reservoir location and that the committee requested a contribution from CSWD. He explained Shaylee Andreatta has budgeted $5K in the 2023 budget to cover this.

1. **Legal Case Updates**

Jim Alt went over the email provided by Stuart Corbridge of Vranesh and Raisch and briefly reviewed each case. He explained there is action needed by the board regarding case 2022CW3071. The board agreed to not oppose on case 2022CW3071 based on Stuart’s recommendations and research done by Jim Alt. Regarding 2022CW3084, Jim Alt explained they need more engineering information and that he will continue to research. Regarding the Panadero Ski Corp project the board explained they planned to clear the area near the culvert that goes to the pond. Jim Alt gave a brief explanation of the Parshal Flume that needs located. Jim said it’s important to make sure they are meeting the District Water Commissioner’s requirements. Jim plans to assess the head gate and take some photos. He hopes to come up with a temporary solution, while figuring out a way to measure or report properly.

Regarding the CDOT right away, he stated the issues have been resolved and that we are still waiting on the US forest service to issue a permit.

Board members discussed the following legal issues from the print out Jim Alt provided. List attached.

* Item 1: Discussed. Board members agreed with allowing the Panadero Ski Corporation to help clear the area around the flume.
* Item 2: Discussed. Members present agreed with the position to decline helping Brian Blair with his pond. Either Jim Alt or Larry Dasenbrock need to contact Mr. Blair with that decision.
* Item 3: Discussed. We will await to hear more from the developer with the expectation that an engineered water and sewer design would be forthcoming
* Item 4: Discussed. Awaiting to hear back from the Dochter’s on their engineering consultant.
* Item 5: Discussed. The field operations team has begun investigating.
* Item 6: Discussed. Members present agreed that this must be discussed with the new owner with the option of shutting off their secondary water service or billing them $180 ($90x2) per month for the second service. The field operations team needs to assess the feasibility of shutting off their secondary water supply.

**Jim Alt made a motion to not oppose case 2022CW3071. Steven Davis seconded the motion. All in favor. Motion carried, 4/0.**

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

The committee hopes to regroup in 2023 to continue revisions on section 6.

1. **Personnel Committee:**

Shaylee Andreatta reminded board members that the 90 day review period is about to come to an end for Tucker Shrout and Tanner Sporcich. She plans to complete employee evaluations and assess each person to determine who is the right fit and will determine the best position for each employee.

1. **Information Technology Update:**

Jim Alt explained that Hayden Alworth (Computer Kernel) will be at the CSWD office on Monday. He has a solution for the motion activated camera system. He is working on making sure the cameras are working properly at all 3 CSWD facilities. Jim mentioned he had also been working with Hayden to block emails from certain domains and that he would like to be advised of any new email phishing occurrences. He reminded the staff to be cautious of opening emails and to block the sender on anything suspicious. He asked that CSWD staff let him know right away if there are any further email problems.

1. **Reports of Officers:**

Shaylee Andreatta reminded board members and staffing of the upcoming Christmas breakfast to be held on December 15th, 2022 at 9:00 am. Chris Brandewie of RCAC will arrive after the party to go over rate study information.

1. **OLD BUSINESS:**

* **Job Safety Analysis**

David George explained that he previously had met with Shaylee Andreatta and Glenn Hillis met to go over the final policy changes. After review David thinks it’s best that the district outsource work involving supplied air or rigging. David recommends addressing each project on a case by case basis and to rely on Field Supervisor to make decisions.

* **Baker Creek Plant Project Update:**

David Frisch and Trevis Smith are present from GMS Engineering Inc. David briefly introduced himself and explained that he is familiar with the CSWD operations. Both David and Trevis explained the plans for the proposed schedule and funding options regarding the new water treatment plant. Trevis thanked Shaylee for her communication efforts.

* **Electronic Billing – CSWD Customer Portal:**

Discussed this matter earlier in the meeting, please refer to Section 10B.

* **Famli Benefit Update – Shaylee Andreatta**

Board members discussed the 3 options presented by Shaylee Andreatta.

Option 1: CSWD will opt out completely

Option 2: CSWD will opt out with employee benefit (district pays and deducts from employee payroll)

Option 3: CSWD will opt in for all board members and all employees.

**Jim Alt made a motion to opt out completely from the Famli Benefit program. David George seconded the motion. All in favor. Motion carried, 4/0.**

* **CSWD Staffing Update:**

Discussed this matter earlier in the meeting, please refer to Section 10F.

1. **NEW BUSINESS:**

* **Approve 2023 Regular Meeting Notice:**

Board members reviewed proposed Meetings for 2023 prior to today’s meeting.

**Ron Barbee made a motion to accept the 2023 Regular Meeting Notice as presented. David George seconded the motion. All in favor. Motion carried, 4/0.**

* **Approve 2023 Official Holiday Notice:**

Board members reviewed proposed Meetings for 2023 prior to today’s meeting.

**Steven Davis made a motion to accept the 2023 Official Holiday Notice as presented. Jim Alt seconded the motion. All in favor. Motion carried, 4/0.**

* **Discuss and Approve CSWD Budget for 2023**

Jim Alt provided a brief review and thanked Shaylee and the other Budget Committee members for their work with budget planning. Board members reviewed the 2023 proposed budget prior to today’s meeting. Jim Alt explained the district will plan for a rate increase on water and sewer rates in 2024 but that revenue projections were in line with 2022and shouldn’t change much. Expenses could fluctuate, he explained some ‘band aids’ that have been in place at the Spanish Peaks plant and that the costs for the Baker Creek project will need to be addressed based on GMS Engineering Inc. and their findings. He reminded the board that Shaylee has included an extra allowance for salary items if they should arise. Operating costs are forecasted to be higher due to inflation being up around 9%. He challenged Shaylee to tighten spending and complimented her work with creating an appropriate salary structure. Jim Alt explained tap fees were reported as a best guest as there is no way to determine who will purchase water or sewer taps.

**Steven Davis made a motion to approve the proposed 2023 CSWD Budget as presented. David George seconded the motion. All in favor. Motion carried, 4/0.**

* **Resolution 2022-04: Summarizing Expenditures and Revenues – Adopt 2023 Budget**

Board member reviewed Resolution 2022-04 prior to today’s meeting. David George explained that due to its length he will waive the reciting of the resolution and asked for input or questions. There were none.

**Ron Barbee made a motion to approve Resolution 2022-04: Summarizing Expenditures and Revenues – Adopt Budget as presented. Steven Davis seconded the motion. All in favor. Motion carried, 4/0.**

* **Resolution 2022-05: Appropriate Sums of Money:**

Board member reviewed Resolution 2022-05 prior to today’s meeting. Shaylee Andreatta confirmed amounts listed and ensured she will provide DOLA and Huerfano County with the necessary resolution documents.

**Jim Alt made a motion to approve Resolution 2022-05 as presented. David George seconded the motion. All in favor. Motion carried 4/0.**

* **Resolution 2022-06: Set Mill Levies:**

Board member reviewed Resolution 2022-06 prior to today’s meeting. Shaylee Andreatta provided a brief explanation and confirmed amount listed.

**Steven Davis made a motion to approve Resolution 2022-06: Set Mill Levies as presented. David George seconded the motion. All in favor. Motion carried, 4/0.**

* **Discussion of Various Legal Items**

Please see item 4 under Section 10, Legal Case Updates. Jim Alt provided a document summarizing the items to be discussed. See attachment.

1. **Executive Session as needed pursuant to C.R.S. – Nothing to Report**
2. **ADJOURNMENT:**

**Jim Alt made a motion for an adjournment of today’s meeting. David George seconded the motion. All in favor. Motion carried. The meeting was adjourned at 11:35 am.**

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Larry Dasenbrock: President David George: Vice President

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Jim Alt – Treasurer

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Steven Davis: Secretary Ronald Barbee: Director at Large