

**CUCHARAS SANITATION AND WATER DISTRICT (CSWD)**  
**16925 STATE HIGHWAY 12**  
**CUCHARA, COLORADO 81055**  
**Minutes of the Board of Directors Regular Meeting**  
**April 8<sup>th</sup>, 2026**

- **Call to Order:**  
Steven Davis called the meeting to order at 1:02 pm

- **PLEDGE OF ALLEGIANCE:**  
The Pledge of Allegiance was led by Steven Davis.

- **ROLL CALL:**  
Steven Davis- Present  
Chris Smith – Present via Zoom  
Carolyn Rominger – Present  
Dona Taylor – Absent (excused)  
Hollis “Buzz” Ginn -Present

**Staff present:** Terry Sykes, Julia Shrout, and Samantha Bowman

**Visitors present:** Michael (last name not shared) and Jim Chamberlain, both via Zoom

- **Approval of April 8<sup>th</sup>, 2026 Regular Board Meeting Agenda:**  
Steven asked if there were changes or additions to today’s agenda. There were none.  
**Carolyn Rominger made a motion to approve the April 8<sup>th</sup>, 2026 Regular Board meeting agenda as presented. “Buzz” Ginn seconded the motion. All in favor. Motion carried, 4/0.**
- **Approval of March 11<sup>th</sup>, 2026 Regular Board Meeting Minutes:**  
The Board reviewed the March 11<sup>th</sup>, 2026 Regular Board Meeting Minutes before today’s meeting. Steven asked if there were any changes or additions. There were none.  
**“Buzz” Ginn made a motion to approve the March 11<sup>th</sup>, 2026 Regular Board Meeting Minutes as presented. Chris Smith seconded the motion. All in favor. Motion carried, 4/0.**
- **Treasurer’s Report -Review & Approval of March 2026 Treasurer’s Report (TR):**  
The Treasurer’s Report for March 2026 reflected favorable financial performance. Service revenue and property tax revenue were ahead of budget. Revenues and expenditures are tracking close to budget. Carolyn Rominger reported that March service revenue was \$74,000, which was roughly \$2,000 higher than budget, and year-to-date service revenue was \$222,699 compared to a budget of \$217,000, putting it at \$5,600 ahead of budget. The total income for March was \$125,530, which was \$4,767 higher than budgeted due to service revenue and property tax revenue being above what was budgeted. Operating expenses were running close to budget, with the exception of repairs and maintenance at the wastewater treatment plant being over budget due to headworks repairs. Total expenses for March were \$57,600, \$2,000 over budget. The YTD for the 1<sup>st</sup> quarter was \$209,000 in operating expenses, which is favorable to the budget by \$29,000. Carolyn reported favorable results for March, with net ordinary income of \$67,878 which is \$6,881 favorable for the 1<sup>st</sup> quarter. CapEx is showing over, but because of timing differences with the Baker Creek WTP that affected March’s final numbers. There was roughly \$7,000 in CapEx for the wastewater treatment plant. Because of that timing difference, we are showing a negative net income of \$136,000 in March. If there had been time to make the expenditures in February, there would have been a favorable net income of \$63,000. The year-to-date net operating income is almost \$265,000. Julia and Carolyn completed audit adjustments, with plans to potentially save \$20,000 by bypassing the CPA firm and working directly with the auditor.  
**“Buzz” Ginn made a motion to approve the March 2026 Treasurer Report as presented. Chris Smith seconded the motion. All in favor. Motion carried, 4/0.**

- **Public Forum:**  
**Nothing to Report**
  
- **REPORTS OF OFFICERS, COMMITTEES PROFESSIONAL CONSULTANTS and STAFF:**
  - a. **Operations Status Report: Operations items reported by General Manager (GM) Terry Sykes**  
Terry Sykes provided operational updates and said they made 1.5 million gallons of water in March 2026, with an average of 50k per day, and the highest day being 91k. There have been 20 YTD meter change-outs, with approximately 60-70 left to switch out. Terry discussed challenges with decommissioning the Dodgeton Creek water plant due to a persistent physical connection requiring further investigation and tank maintenance. The team discussed water treatment capacity and storage capabilities, with Terry explaining they could reduce treatment to 50 gallons per minute while maintaining sufficient storage of approximately 800,000 gallons across four tanks. A new water and sewer tap was installed at 250 Panadero Loop, which is at the corner of Panadero Loop and Cedar Ridge. The field crew has spent quite a bit of time helping the contractors at the Baker Creek WTP, installing the ventilation and the louvers. The Baker Creek Water Treatment Plant produced **legal water for the first time**, marking a major milestone. Testing and operational adjustments at Baker Creek are ongoing. The board also addressed the wastewater treatment plant project needs assessment, which was submitted ahead of schedule, with financing options including a potential \$500,000 grant
  - b. **Administrator Report: Reported by Business Administrator Julia Shrout**  
Julia reported that she and Carolyn have finished all of the year-end adjustments for 2025 and the information was sent to the auditor on March 30<sup>th</sup>. Billing in Muni-Link went better in March than in previous months. Hayden still helped but things are getting easier. Julia transferred money between the ColoTrust EDGE accounts and Plus+ accounts to reflect 33% in the Edge accounts and 67% in the Plus+ accounts.
  - c. **Water Stewardship Committee Report:**  
Steven read the latest minutes, dated February 28, 2026, on the Huerfano County Conservancy District website. Steven didn't see anything in the minutes that would impact CSWD. They are doing a study on the Huerfano for storage similar to the one they did on the Cucharas. They are still looking into possible water storage options.
  - d. **Legal Case Updates:**  
Board members reviewed a status email from water attorney Stuart Corbridge of BHGR. He is monitoring the case for the City of Walsenburg and will give us an update at the May 2026 board meeting. There was one new application included in the February Resume filed in/impacting Huerfano County. Case No. 26CW3007. This is a rule change that Stuart believes is mostly non-substantive. He does not see a need for CSWD to be a participant in the Water Court process.
  - e. **Executive Committee Calendar:**  
Dona Taylor will be the rotating member for the Executive Committee and will be available from April 8<sup>th</sup>, 2026 through May 13<sup>th</sup>, 2026.
  - f. **Information Technology:**  
Nothing to report.
  - g. **Reports of Officers:**  
Nothing to Report.
  
- **OLD BUSINESS:**
  - **Baker Creek Plant Project Update:**  
Terry reported significant progress at the Baker Creek Water Treatment Plant, including the first production of legal water on April 7<sup>th</sup>. However, none of that water went out to distribution. Modifications were made to the bypass system by adding an intake screen. The Baker Creek plant is getting 160 GPM, which exceeds the plant's rated capacity of 125 GPM, though the creek's flow is significantly reduced due to drought conditions. A ribbon-cutting event is anticipated for the summer when residents return. The board asked Julia to find out what happens to the loan if the District doesn't spend all the money or if the loan is refinanced.

- **Wastewater Treatment Plant Headworks Project**

The PNA (Project Needs Assessment) was signed and submitted today, April 8, 2026, by Steven, which was ahead of the May 2026 planned submittal. The way the funding is done, the project will not begin until mid-2027.

- **New Business:**

- a. **Resolution 2026-03 Cucharas Sanitation & Water Districts First National Bank in Trinidad Accounts Responsibilities**

Board members determined staff member roles and responsibilities for banking activities at First National Bank in Trinidad. The board reviewed Resolution 2026-03. They agreed to approve Terry Sykes, General Manager, and Julia ShROUT, Business Administrator, to *prepare* ACH transfers to and from CSWD bank accounts to and from customers, vendors, and employees' personal bank accounts. Board members approved Board Treasurer, Carolyn Rominger; Board President Steven Davis, General Manager, Terry Sykes, and Receptionist, Samantha Bowman, to approve all ACH transfers. Board members approved Terry Sykes, General Manager; Julia ShROUT, Business Administrator; and Samantha Bowman, Receptionist, to obtain FOBs for online banking access. The Board approved Julia ShROUT, Business Administrator, Terry Sykes, General Manager, Samantha Bowman, Receptionist, Carolyn Rominger, CSWD Board Treasurer, and Steven Davis, CSWD Board President, to sign checks written from all FNBT accounts. *Lastly, Board members agreed to remove the previous Treasurer, James Alt, the previous Board President, Larry Dasenbrock, the previous Secretary, Ron Barbee, the previous Receptionist, Kristan Lowe, and Board Vice-President Christopher Smith from all banking activities.* This resolution shall remain in effect until it is superseded. **Carolyn Rominger made a motion to approve Resolution 2026-03, Cucharas Sanitation & Water District First National Bank in Trinidad Account Responsibilities as presented. Steven Davis seconded the motion. All in favor. Motion carried, 4/0.**

- b. **Resolution 2026-04 Water Usage Restrictions**

The Board reviewed Resolution 2026-04. The Board discussed the ways to get the word out to customers if a water restriction is imposed. They also discussed drilling an emergency well. **Carolyn Rominger made a motion to approve Resolution 2026-04, Water Usage Restrictions as presented. Chris Smith seconded the motion. All in favor. Motion carried, 4/0.**  
**Carolyn Rominger made a motion to authorize Terry to solicit bids for drilling a water well. Buzz Ginn seconded the motion. All in favor. Motion carried, 4/0.**

- c. **Wedel Sewer Tap**


The board discussed an existing easement for a sewer line that was previously agreed upon in 2013 and reaffirmed in 2020. They decided to honor the agreement while imposing a 6-month deadline for the new owner to exercise the easement and make payment, with a provision that if payment is not received within the timeframe, the discount would be 50% of the then-current tap fee. The board also agreed to verify the status of the easement and obtain a copy of the survey on file. **Steven Davis made a motion to honor the agreement of previous boards to pay \$3,000 for a tap fee at Spanish Peaks Filing No. 2, Lot 52, to be paid within 6 months, or the fee will increase to 50% of the then-current sewer tap fee. Carolyn Rominger seconded the motion. All in favor. Motion carried, 4/0**

- **Executive Session pursuant to C.R.S.**


Executive Session was not entered

- **Adjournment:**

**Chris Smith made a motion for an adjournment of today's meeting. Carolyn Rominger seconded the motion. All in favor. Motion carried, 4/0. The meeting was adjourned at 2:48 pm. The next regular board meeting will be held on May 13th, 2026 at 1:00pm.**

  
Steven Davis - President

Via Zoom  
Chris Smith - Vice President

  
Hollis (Buzz) Ginn - Director at Large

  
Carolyn Rominger - Treasurer

  
Dona Taylor - Secretary