

CUCHARAS SANITATION AND WATER DISTRICT (CSWD)
16925 STATE HIGHWAY 12
CUCHARA, COLORADO 81055
Minutes of the Board of Directors Regular Meeting
May 14th, 2025 (Amended)

1. Call to Order:

Larry Dasenbrock called the meeting to order at 1:00 pm

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, arrived at approx. 1:15pm

Chris Smith – Absent (Excused)

Dona Taylor sworn in and will serve a 2 year term. Jim Alt's term has expired and he will participate in a vote to approve last month's meeting minutes.

Staff present: Terry Sykes, Julia Shrout & Kristan Lowe

Visitors present: NONE

4. Approval of May 14th, 2025 Regular Board Meeting Agenda:

Larry asked if there were changes or additions to today's agenda. There was none

Jim Alt made a motion to approve the May 14th, 2025 Regular Board meeting agenda as *Presented*.

Steven Davis seconded the motion. All in favor. Motion carried, 3/0.

5. MINUTES CORRECTION AND APPROVAL: April 9th, 2025 Regular Meeting Minutes:

Board members reviewed the April 9th, 2025 Regular Meeting Minutes prior to today's meeting. Larry asked if there were any changes or additions. There were none.

Larry Dasenbrock made a motion to approve the April 9th, 2025 Regular Meeting Minutes as *Presented*. Steven Davis seconded the motion. All in favor. Motion carried, 3/0.

6. MINUTES CORRECTION AND APPROVAL: April 22nd, 2025 Executive Session Meeting Minutes:

Board members reviewed the April 22nd, 2025 Executive Session Meeting Minutes prior to today's meeting. Larry asked if there were any changes or additions. There was a request to amend Section 3, Roll Call. Jim Alt pointed out that the lawyer Bart Miller attended the Executive Session Meeting via telecom. The changes have been made during today's meeting and an amended copy will be provided for signatures.

Steven Davis made a motion to approve the April 22nd, 2025 Regular Meeting Minutes as *Amended*.

Jim Alt seconded the motion. All in favor. Motion carried, 3/0.

7. Oath of Office:

Larry Dasenbrock explained there are new board members that need to be sworn in. The new board positions include: Larry Dasenbrock (reelected to a 4 year term), Dona Taylor (elected to a 2 year term), Chris Smith (elected to 4 year term) and Ron Barbee (appointed to a 2 year term). Steven Steven Davis recited the oath with both Larry Dasenbrock and Dona Taylor pursuant to §32-1-901, C.R.S. and Colorado Constitution Article 12, §9. Ron Barbee will be sworn in later during today's meeting. The board shared their thanks to Jim Alt for his many years of dedication and volunteer services. Chris Smith is currently traveling and will be sworn in by the deadline of June 5th, 2025 upon his return.

Larry Dasenbrock made a motion to enter into a break at 1:10pm. Dona Taylor seconded the motion. All in favor motion carried, 3/0.

Larry Dasenbrock made a motion to reconvene at 1:15 pm. Dona Taylor seconded the motion. All in favor. Motion carried, 3/0.

8. Elect Officers – Assign Roles and Responsibilities:

Larry Dasenbrock explained the board needs to assign the new board members to board positions and discussion took place to establish roles. Larry asked Kristan and Chris to attend the Huerfano County Water Conservancy District meetings and report back to the Water Stewardship Committee. Larry and Terry will

handle Legal Case Update Committee. Larry will continue to lead the Executive Committee and Steven will lead the Information Technology Committee.

- **Steven Davis made a motion to elect Larry Dasenbrock to the Role of CSWD President. Dona Taylor seconded the motion. All in favor. Motion carried, 3/0.**
- **Larry Dasenbrock made a motion to elect Chris Smith into the position of CSWD Vice President. Steven Davis seconded the motion. All in favor. Motion carried, 3/0.**
- **Larry Dasenbrock made a motion to elect Steven Davis to the position of Treasurer. Dona Taylor seconded the motion. All in favor. Motion carried, 3/0.**
- **Larry Dasenbrock made a motion to elect Dona Taylor to the position of CSWD Secretary. Steven Davis seconded the motion. All in favor. Motion carried, 3/0.**

9. Treasurer's Report -Review & Approval of April 2025 Treasurer's Report (TR):

Steven provided a brief update and reviewed operating income, operating expenditures, capital expenditures and the CSWD debt reserve accounts. He mentioned the non-county income was slightly above budget. He also pointed out that the water and sewer fee revenue that had been lagging are starting to catch up. The district is ahead on property tax revenues received. Steven mentioned the audit expense for \$11,500 wasn't reflected. Larry signed the new loan papers for the Baker Creek project and Julia explained the debt service accounts will increase with reimbursements. Steven mentioned the total operating expenses were under budget and that the big hitting expenses included audit and salaries and the purchase of new meters. Steven gave the board a chance to ask questions and reviewed the trend chart. **Ron Barbee arrived to the meeting and Steven recited the oath with Ron. Ron has been sworn in and will continue the role as CSWD Director.**

Dona Taylor made a motion to approve the April 2025 as presented. Larry Dasenbrock seconded the motion. Motion carried, 4/0.

10. Public Forum: Nothing to Report

11. REPORTS OF OFFICERS, COMMITTEES PROFESSIONAL CONSULTANTS and STAFF:

- a. Operations Status Report: Operations items provided by General Manager (GM) Terry Sykes**
Terry provided a brief update regarding happenings in the field. He provided the water production data for April and said they made right around 1,023,000 gallons. He advised the board of a new water installation that took place on Baker Creek Ct in the Resort Subdivision. He and the field workers have been working on completing several 811 Locate requests and that there has been many due to Jade Communications installing fiber throughout the district. Terry has completed the Reg 85 annual report and submitted the findings to the state. He explained he has registered the district with a co-op called COWARN. Colorado's Water/Wastewater Agency Response Network. COWARN's primary function is to promote the exchange of resources, including personnel, equipment, and materials, between utilities in times of crisis and this co-op membership will not cost the district to participate. Terry explained they have been working to install new meters and he estimates there to be 150 meters remaining. The condos have been the major focus for the new meters and Terry said the Panadero Villas, Sun Mountain and Sunwatcher condos have all been completed. The land apply procedure has been handled and 15 loads of sludge were removed from the Wastewater Treatment plant. Jade has installed new internet at the district office and Hayden Alworth assisted with implementing new VOIP Grandstream phones. Lastly, Terry reported that he registered and attended the State of the River event held in Trinidad, CO.
- b. Administrator Report: Reported by Julia Shrout**
Julia provided an update. She explained the Muni-Link Utility Billing conversion has been postponed and that the June 9th, 2025 deadline has changed. She will email Caselle Utility billing once the district goes live with Muni-Link. Julia anticipated an end of June date for the Muni-Link kick off. The audit will begin on May 19th, 2025 and she has been working with Todd the CPA from MGPM the Pueblo, CO accounting firm. Julia spoke with Stephanie a representative at FNBT and was told a Resolution will be needed to update the authorized signers for the checking account. She will need to remove previous board member Jim Alt from the CSWD accounts. She has already updated the ColoTrust accounts. Julia recommended the board sign a resolution to remove Jim Alt and to add, Steven Davis, Larry Dasenbrock, Terry Sykes, Julia Shrout and Kristan Lowe, to be the authorized signers. Julia and Kristan provided the draft of Resolution

2025-05 CUCHARAS SANITATION AND WATER DISTRICTS FIRST NATIONAL BANK IN TRINIDAD ACCOUNTS RESPONSIBILITIES and asked for board approval.

Steven Davis made a motion to approve Resolution 2025-05 to change the authorized signers on the National Bank for First National Bank in Trinidad accounts as discussed to include Terry Sykes, Julia Shrout, Steven Davis, Kristan Lowe and Larry Dasenbrock as authorized signers. Ron Barbee seconded the motion. All in favor. Motion carried, 4/0.

c. Water Stewardship Committee Report:

Kristan Lowe plans to attend the Huerfano County Water Conservancy District (HCWCD) meeting that will be held on April 21st, 2025. Nothing to report regarding the storage collaborative.

d. Legal Case Updates

Board members reviewed an email update from Stuart Corbridge of Vranesh and Raisch. Stuart advised the board there are no new cases and no action is needed by the board at this time. Stuart asked that Terry set up a brief call to go over previous pending items such as: EQR's, Britton Reservoir upgrades and the new Baker Creek project. Stuart suggested using that time to discuss the board transitions and communication processes going forward.

e. Personnel Committee: Nothing to Report

f. Executive Committee Calendar:

Steven Davis will be the rotating member for the Executive Committee and will be available from May 14th, 2025 through June 11th, 2025.

g. Information Technology:

Steven and Terry mentioned that Hayden Alworth (Computer Kernel) has been involved with the utility billing software transfer from Caselle to Mini-Link. No issues to report with the data transfer.

h. Reports of Officers:

12. OLD BUSINESS:

• **Baker Creek Plant Project Update:**

Julia reviewed the reconciliation report provided by GMS. The report included to date costs for the project. Julia explained the new DWRP loan closed on April 8th, 2025, CSWD can begin to draw on the funds anytime. Terry Sykes explained that only a single bid was received and it was much higher than anticipated. Terry plans to meet with Tom McClendon to research bid alternatives. Terry recommends hiring an engineering project manager and will ask GMS if they can recommend someone.

13. New Business:

• **Executive Committee Calendar Update:**

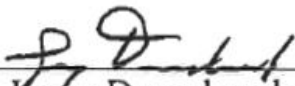
Steven Davis will serve as the Executive Committee board member, along with Larry and Terry from May 14th, 2025 to June 11th, 2025.

14. Executive Session Pursuant to C.R.S. §24-6-402

No Executive Session was required

15. Adjournment:

Larry Dasenbrock made a motion for an adjournment of today's meeting. Ron Barbee seconded the motion. All in favor. Motion carried, 4/0. The meeting was adjourned at 3:34 pm. The next regular board meeting will be held on June 11th, 2025 at 1:00 pm.


Larry Dasenbrock: President


Chris Smith-Vice President


Steven Davis - Treasurer


Ronald Barbee: Director at Large


Dona Taylor - Secretary