

CUCHARAS SANITATION AND WATER DISTRICT (CSWD)
16925 STATE HIGHWAY 12
CUCHARA, COLORADO 81055
Minutes of the Board of Directors Regular Meeting
October 8th, 2025

1. Call to Order:

Steven Davis called the meeting to order at 1:00 pm

2. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Steven

3. ROLL CALL:

Steven Davis- Present
Chris Smith – Absent (Excused)
Carolyn Rominger - Present
Dona Taylor – Present

Staff present: Terry Sykes, Julia Shrout & Kristan Lowe

Visitors present: Hollis (Buzz) Ginn Spanish Peaks Subdivision Property Owner

4. Approval of October 8th, 2025 Regular Board Meeting Agenda:

Steven asked if there were changes or additions to today's agenda. An Election of Officers item has been added to Section 5. This change was necessary to swear in a new board member named Hollis (Buzz) Ginn. Hollis will be serving the remainder of Ron Barbee's term. He is the property owner of a home on Ponderosa Rd. Buzz will serve as the Director at Large until the board meets again to determine roles and responsibilities. Other board member positions will remain the same.

Carolyn Rominger made a motion to approve the October 8th, 2025 Regular Board meeting agenda as amended. Dona Taylor seconded the motion. All in favor. Motion carried, 3/0.

5. MINUTES REVIEW AND APPROVAL: September 10th, 2025 Regular Meeting Minutes:

Board reviewed the September 10th, 2025 Regular Meeting Minutes prior to today's meeting. Steven asked if there were any changes or additions. Carolyn Rominger suggested renaming the CORRECTIONS section when minutes are approved as presented with no corrections. Staff will watch the wording and match items according to the posted agenda.

Carolyn Rominger made a motion to approve the September 10th, 2025 Regular Meeting Minutes as Amended. Dona Taylor seconded the motion. All in favor. Motion carried, 3/0.

6. ELECTION OF OFFICERS – APPOINT NEW BOARD MEMBER

Hollis (Buzz) Ginn has expressed his interest in serving the district and met with Steven Davis to volunteer to serve the remaining of Ron Barbee's term. Staff will complete the necessary paperwork, update the website and make sure Buzz has a copy of the 2025 SDA Board member manual. Steven Davis recited the C.R.S. §32-1-901 Oath of Office as required by the State (DOLA). Julia will make sure self-nomination form and paperwork is filed.

Carolyn Rominger made a motion to appoint Hollis (Buzz) Ginn as previously discussed. Dona Taylor seconded the motion. All in favor. Motion carried, 3/0.

7. Treasurer's Report -Review & Approval of September 2025 Treasurer's Report (TR):

Carolyn provided a brief update and reviewed operating income, operating expenditures, capital expenditures and the CSWD debt reserve account standings through September 30th, 2025. Carolyn plans to research why the district is reporting on a cash in basis. She believes the district should be on an accrual type of reporting. She recommends staying on a cash basis month to month until the end of the year. September was a great month for income. The best month so far, YTD. The property tax revenue received was higher than budgeted for. Expenses were typical and in line with a normal month. Carolyn mentioned some accounts were over budget such as the Workers Comp and the CSD Property & Liability Pool

accounts, phone and postage expenses. Carolyn mentioned a large payment made reflecting on capital expense to Mackey Construction. This is for work completed on the Baker Creek project. The checking account balance is strong and the debt reserve accounts are adequately positioned to make the loan payments due on November 1st, 2025. The new loan payment for Baker Creek is due, even though no draw has been made on it. Julia confirmed this with the lender through the DWRP.

Dona Taylor made a motion to approve the September 2025 Treasurer Report as presented. Buzz Ginn seconded the motion. All in favor. Motion carried, 4/0.

8. Public Forum:

Marshall Moore of Spanish Peaks subdivision requested the board research septic and well information for his lot that he has plans to sell. Marshall provided a map to Terry Sykes and explained the new owner will be John Moore. Marshall would like to know what he can do legally through CSWD and the State of Colorado. Marshall also asked board members to clarify if EQR's are required to purchase water taps.

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

a. Operations Status Report: Operations items reported by General Manager (GM) Terry Sykes

Terry provided a brief update regarding happenings in the field. He provided the water production data for September 2025 and said they made right around 2.2 Million gallons in September. This included a daily average of 73k gallons. Terry has been working to get the power restored at the Dodgeton water plant and stated he was just waiting on a final inspection. Terry has purchased a snow plow for the 2009 F250 service vehicle. This will help the district maintain access this winter. The last of the fiber installation from Jade Communications has been completed. The district has canceled internet services through Huerfano Tel. Terry met with Ed Diemer the Water Commissioner for Huerfano County Division 2. They met at Britton ponds to discuss the 2026 diligence requirements. The headgate installation will satisfy the Water Commissioner requirements until 2029. Terry plans to meet with Ed Diemer & Jeff Montoya of Division 2 on October 9th, 2025. They plan to walk the Baker Creek and Britton pond area. Terry will look into the items mentioned during the Public Forum by property owner Marshall Moore regarding septic tank questions.

b. Administrator Report: Reported by Business Administrator Julia Shrout

Julia explained the Caselle to Muni-Link conversion is still in progress and that errors were found in September that prevented the staff from going live in Muni-Link as planned. The plan is to go live by October 14th, 2025. Staff will reach out to Hayden Alworth of the Computer Kernel to ensure data from Caselle is 'usable'. Julia has shopped around with other health providers and found that the rates offered by CEBT are the best option for the district. She reminded board members of the proposed 16% increase this year and that this rate is still below the competitors. Julia is selecting the PPO 6 and has to submit the renewal paperwork by October 10th, 2025. Julia updated board members on Workers comp changes and explained the payment for the P&L pool is due by October 31st, 2025. Julia will look into the requirements to add Baker Creek to the account. Julia has the 2026 Budget draft ready to present today and asked that board members set a budget hearing date. She will be sure to post this hearing in the World Journal for 3 consecutive weeks leading up to the hearing.

c. Water Stewardship Committee Report:

Kristan Lowe was able to attend the Huerfano County Water Conservancy District (HCWCD) meeting that was held on October 27th, 2025. She mentioned the PL566 grant through NCRS has been approved. They anticipate the grant money to be available sometime in 2026. Nothing else to report regarding the storage collaborative.

d. Legal Case Updates:

Board members reviewed a status email from water attorney Stuart Corbridge of BHGR. There is no action needed from board members at this time. The cases presented in his email were for diligence purposes only and there is nothing needed from the board.

e. Executive Committee Calendar:

Dona Taylor will be the rotating member for the Executive Committee and will be available from October 8th, 2025 through November 12th, 2025.

f. Information Technology:

Staff has been working with Hayden Alworth of the Computer Kernel to wrap up Caselle to Muni-Link conversion items.

g. Reports of Officers:

Board members set a 2026 Budget hearing date for November 12th, 2025 at 1:00 pm. Julia will share the hearing information where required.

10. OLD BUSINESS:

- **Baker Creek Plant Project Update:**

Terry explained the equipment has been delivered by Filter Tech. The electricians are making progress and that the propane line has been installed. They are working to complete the HVAC and are waiting for the heaters to ship. The pond bypass has been installed. The district saved costs by installing the bypass line internally. Julia and Carolyn are looking at how to report this for the audit. The crew from Carrigan Construction are expected to arrive on October 13th, 2025 to get started. Steven provided information regarding the grant money owed to the district. Steven is going to sign the latest draw received from GMS but explained this would be reimbursed through the grant. Steven and Julia will continue to research funding opportunities and Steven mentioned working with Element Engineering to research additional funding for part of the waste water project.

- **CSWD By Laws Review:**

Steven explained the marked up copy of the CSWD By-Laws have been shared with Bart Miller of CCFU for review. Bart is the original author of the CSWD bylaws and he reviewed the suggestions shared by Steven. Bart okay's the draft changes, with some minor changes incorporated. Steven asked staff to make sure the new copy is shared on the website and that the copy is ADA compliant.

Carolyn Rominger made a motion to approve the CSWD By Laws draft as presented with the changes suggested by Bart Miller of CCFU and permits the staff to post the most recent version. Dona Taylor seconded the motion. All in favor. Motion carried, 4/0.

- **Present Preliminary Draft the 2026 CSWD Budget:**

Julia and Carolyn presented the draft budget for 2026 and gave board members a chance to ask questions. Julia is working to make sure the line item for Service Fees reflect accurately for Commercial customers. They have adjusted the Property Tax line item based on new evaluations from Huerfano County. There will be additional tax revenue as the mil levy went up.

- **Health Insurance Renewals:**

This item was covered under Section 9, B. Board members have agreed to renew the PPO6 with CEBT as previously discussed.

- **CSWD Policies Approval Plan:**

Kristan Lowe explained there are still about 8 outstanding policies that need signed from the 'Other' policy section of the Personnel Policy documents. She will present 1 or 2 at each board meeting until all policies are either signed or omitted. Kristan will update the policy tracker and present new policies for review at the November 2025 board meeting.

11. New Business:

- **Review Water & sewer Tap Policy:**

Board members reviewed a copy of this Water & Sewer Tap policy prior to today's meeting. Kristan Lowe explained this policy has already been approved at a previous board meeting. Refer to April 2021 board minutes for approval. The policy book is simply missing the signed copy. Board members agreed to sign this policy with the mark ups presented. Kristan and Julia will update the policy tracker.

- **Review CSWD Privacy Policy**

Board members reviewed a copy of this Privacy policy prior to today's meeting. Kristan Lowe explained this policy has already been approved at a previous board meeting. Refer to April 2021 board minutes for approval motion. The policy book is simply missing the signed copy. Board members agreed to sign this policy with the mark ups presented. Kristan and Julia will update the policy tracker.

- **Resolution 2025-07, a Resolution to Amend the Authorized Signers for Documents related to the Colorado Department of Public Health and Environment (CDPHE) & Colorado Water Resources & Power Development Authority (CWR&PDA)**

Julia Shroud explained this resolution was required to move forward with loan documents. Previous Board president, Larry Dasenbrock and previous Board Treasurer, Jim Alt have been removed as

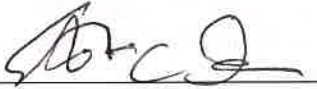
authorized signers. Current Board President Steven Davis and current Board Treasurer Carolyn Rominger have been added.

Dona Taylor made a motion to accept Resolution 2025-07, a Resolution to Amend the Authorized Signers for Documents related to the Colorado Department of Public Health and Environment (CDPHE) & Colorado Water Resources & Power Development Authority (CWR&PDA) as written. Hollis (Buzz) Ginn seconded the motion. All in favor. Motion carried, 4/0.

**12. Executive Session Pursuant to C.R.S. §24-6-402
Executive Session was not entered**

13. Adjournment:

Carolyn Rominger made a motion for an adjournment of today's meeting. Dona Taylor seconded the motion. All in favor. Motion carried, 4/0. The meeting was adjourned at 3:50 pm. The next regular board meeting will be held on November 12th, 2025 immediately following the Budget Hearing that is open to the public at 1:00pm



Steven Davis - President



Chris Smith - Vice President



Hollis (Buzz) Ginn



Carolyn Rominger - Director at Large



Dona Taylor - Secretary