

CUCHARAS SANITATION AND WATER DISTRICT  
16925 STATE HIGHWAY 12  
CUCHARA, COLORADO 81055  
Regular Meeting Minutes of the Board of Directors  
March 12th, 2021 (Amended)

1. **CALL TO ORDER:**

Jim Berg opened the meeting at 9:01 am.

2. **Pledge of Allegiance:**

Pledge of Allegiance was led by Jim Alt

3. **ROLL CALL:**

JAMES BERG: Present via Telecom

JAMES ALT: Present

RONALD BARBEE: Present via Telecom

LARRY DASENBROCK: Present

DAVID GEORGE: Present via Telecom

**Staff present:** Shannon Shrout, Leslie Cordova, Kristan Lowe, Rheanne Velie

**Visitors present:** Steve Palmer

4. **APPROVAL OF AGENDA:**

James Berg asked if there were any additions or changes to today's Agenda. There was a minor request to omit the 3<sup>rd</sup> bullet, Operation's Status Report under Section 9, Reports of Officers since it was redundant.

**Jim Berg made a motion to approve the March 12<sup>th</sup>, 2021 agenda as amended. Larry Dasenbrock seconded the motion. All in favor. Motion carried.**

5. **MINUTES CORRECTION AND APPROVAL: February 12<sup>th</sup>, 2021 Regular Meeting Minutes:**

Board members reviewed the February 12<sup>th</sup>, 2021 regular meeting minutes prior to today's meeting. Jim Alt asked if there were any corrections needed, there were none.

**Larry Dasenbrock made a motion to approve the February 12<sup>th</sup>, 2021 Regular Meeting Minutes as presented. Jim Alt seconded the motion. All in favor. Motion carried.**

6. **Treasurer's Report:**

Jim Alt reviewed financial reports for February 2021 and discussion took place regarding the district's financial status. He shared the financial documents with the board and gave them a chance to ask questions. Jim reminded the board that he has simplified the treasurer's report by omitting the anticipated payables and revenue. He explained that per Ron Barbee's request he has added a section to page one for outstanding loans. Jim Alt advised the district's financial status is in good standing. The San Isabel electricity cost was higher due to the recent cold weather and due to the heater running more often in the Pinehaven vault.

**Larry Dasenbrock made a motion to approve the February 2021 treasurer's report as presented. David George seconded the motion. All in favor. Motion carried.**

7. **Public Forum:**

Steve Palmer of 109 Park Rd in Spanish Peaks expressed concerns over a clogged culvert near his driveway. Steve believes this could have been an issue caused by work completed during the Spanish Peaks Water System Improvement Project. (SPWSIP). Shannon Shrout will research this matter further. Jim Alt instructed Shannon to file a complaint with GMS Engineering and RMS Utilities if necessary. Shannon said he will talk with the project manager from GMS Engineering and advised the board that there should be before and after pictures of the culvert area on file. Steve Palmer and his wife Lori-Branigan Palmer will not sign the easement document at this time and asked that the board first address their concerns. Steve Palmer mentioned wanting to install a carport in a section of the area on the easement and asked if it could be amended. Shannon Shrout will get with Ken White of GMS Engineering to find out what can be done.

8. **REPORTS OF OFFICERS, COMMITTEES AND PROFESSIONAL CONSULTANTS and STAFF:**

a. **Operations Status Report: Reported by Shannon Shrout**

- Water and wastewater sampling has been completed for the month. Results came back normal and within state compliance.

- Shannon and his team have completed 15 of the 21 Backflow Cross Connection surveys for the commercial accounts, with 6 of the 21 new commercial meters having been installed.
- Mark Foxworthy of Colorado Rural Water Association (CRWA) came to the CSWD office for training. Tim Evans and Glenn Hillis are scheduled for testing the week of March 15<sup>th</sup>, 2021. Glenn is testing for his 'C' water license and Tim is testing for 'D' wastewater license.
- A representative from Master Meter will be at the CSWD office on April 14<sup>th</sup> and 15<sup>th</sup>, 2021 to show the CSWD staff how to use the new Master Meter reading system.
- Jason Wessling of Wesco installed the last valve needed at the wastewater treatment plant (WWTP). He is also planning to provide a bid for the sludge pump and rails for basin No 1.
- Todd Eddleman has obtained his 'B' wastewater license which will allow him to sign off on the Monthly Discharge Reports (DMR's). As a benefit to Todd, the district will allow him to use the CSWD vehicle for after-hours trips to and from home.
- A-1 Backflow came to test 5 backflow preventers. Three tests were completed at the wastewater treatment plant and two at the Spanish Peaks water treatment plant.
- A purchase order has been submitted to Pittsburg Tank for internal tank inspections.
- A purchase order has been submitted to Jason Wessling of Wesco to replace valves in Brad Snow's vault.
- A purchase order has been submitted to United Rentals for rescue tri pod. They included two winches, and two harnesses. The cost of these items were as estimated at \$3500, which was under the 4k not to exceed amount that the board had previously voted on. Shannon has registered himself and his team for confined space and trench safety training.

**b. Administrator Report: Reported by Leslie Cordova:**

- Leslie introduced Rheanne Velie, a new part time employee that will assist with office fill-in duties.
- Leslie and Kristan Lowe have been working on auditing pond and tap fee files.
- Leslie purchased a cabinet for office supplies, cleaning items such as a new vacuum and an automatic hand sanitizer station. All items were approved by DOLA through the Corona Virus relief fund. Leslie explained she has already received the reimbursement check for these items. Kristan and Leslie have been working on organizing the storage closet and Tim Evans assisted with painting and cleaning.
- Leslie advised the board that both she and Kristan Lowe received letters from the unemployment office. She reached out to the State of Colorado and was told this is a fraud issue and that we should report this event to the local sheriff's office and also to notify the appropriate credit bureaus.

**c. Water Stewardship Committee Report:**

Jim Berg provided a brief update to the board regarding the storage collaborative project. He stated that they are still moving forward with working out the details for the 50% design at the Bruce Canyon and Maria-Stevens reservoir locations. Jim Berg mentioned that during the Zoom meeting Carol Dunn of the Huerfano County Water Conservation Board asked when they can expect the survey, they were told to expect a survey report around October 2021. He and Jim Alt plan to attend the next meeting via teleconference.

**d. Legal case updates:**

The board members reviewed legal cases and discussed the email update provided by Stuart Corbridge. There is no action needed by the board at this time. Jim Berg mentioned that the district needs to create a strategy to address due diligence applications and suggested that be an item to discuss during the annual meeting with Stuart in September.

**e. Rules and Regulations Committee report: (Nothing to Report)**

**f. Personnel Committee:**

Refer to Section 8 B, Administrator Report; new hire Rheanne Velie

**g. Personnel Policy Committee:** David George explained that Leslie coordinated the meeting on March 11<sup>th</sup>, 2021. David, Shannon, Larry and Leslie went through each of the 7 policies. He mentioned that comments from Jim Berg and Jim Alt have been reviewed but the new copies hadn't been distributed due to internet outage. Alt suggested Leslie resubmit the 7 policies to board members and give them ample amount of time to view the changes before expecting a vote. David asked that all board members review these policies independently and sign at a later date.

**h. Information Technology Update:** Jim Alt provided a brief update. Shannon Shroul requested a new laptop computer and Hayden Alworth (Computer Kernel) assisted with selecting the brand/type. There are still issues with the cuchara.org email domains and Hayden has been trying to resolve the issue. Jim Alt asked that if anyone is reaching out to Hayden with email issues to include all staff and board members on the email.

**i. Reports of Officers:**

Jim Berg asked Ron Barbee if he could provide an update regarding the SPAWP (Spanish Peaks Alliance for Wildfire Prevention) mitigation efforts. Jim Alt suggested adding Routine agenda item for local mitigation efforts.

**9. OLD BUSINESS:**

• **Job Safety Analysis:**

David George suggested to Shannon that he and his team assemble new tripod and harness equipment and test it out.

• **Commnet - Approve Amended Agreement:**

Jim Berg reviewed the handout provided in the board packet. He explained the first amendment to lease agreement for the cell site in the Pinehaven water tank location. They will dismantle their site and reinstall a taller tower with some other improvements at the same location. They are asking for larger footprint for their rebuild site. Jim mentioned that the property description is now 26x26 instead of 20x20. Jim recommends the district sign agreement. Jim Alt asked if Jim Berg verify that this request will not impact any other tenants, Jim Berg ensured they know where HuerfanoTel site is located. Leslie is waiting to hear from Michelle Paetow, the representative with Commnet. Leslie will follow up with Michelle regarding the absent memorandum of lease (MOL).

**Jim Berg made a motion to approve the first amendment lease agreement between CSWD & Four Corners Commnet as presented, with the supporting MOL. Jim Alt seconded the motion. All in favor. Motion carried.**

• **Spanish Peaks Water System Improvement Project (SPWSIP) Update:**

Jim Alt asked what it will take to close out this project and the steps the district needs to take to close out the loan. Leslie will reach out to Laurie at GMS to verify the procedure. Leslie explained the CSWD staff is working on obtaining signatures for all easements. Jim Alt asked that staff keep the board informed of the progress on easements. Leslie provided a worksheet to the board via email that shows the easement dates mailed and dates received. The board asked that the office staff create an urgency with the customers to sign the easements right away. Leslie said she will have Kristan Lowe make reminder calls and Rheanne Velie will work on updating the tracker spreadsheet with dates contacted, date to expect signed easement and any concerns or issues the customers may still have. Rheanne will also document the Property Owners Association emails that were provided by Rodger Thompson.

**10. NEW BUSINESS:**

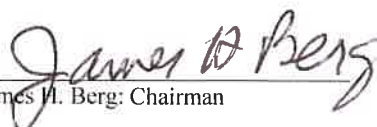
• **Wastewater Treatment Plant (WWTP) Roof Replacement**

Jim Alt explained that in August of 2020 a hail storm damaged the roof at the WWTP. Todd Eddleman reported major leaks around the plant, specifically in his office. Jim Alt mentioned that they have been looking at options to either repair or replace the roof and that they have been actively seeking proposals. Shannon Shrouf received a bid from Drury Roofing that came in at \$57,000 for replacement. He waiting on final proposal from Drury Roofing to verify what the warranty entails and whether or not the CSWD insurance program will cover the cost by paying only the deductible. Jim Alt suggested that while the final details are being worked out the board should give approval to set a not to exceed amount of \$60,000 and move forward with replacing the roof.

**Jim Alt made a motion to approve the roof upgrade to a membrane roofing structure and for Shannon to move forward with the proposal from Drury Roofing, with a not to exceed amount of \$60,000. Larry Dasenbrock seconded the motion. All in favor. Motion carried.**

**11. ADJOURNMENT:**


**Jim Alt made a motion for an adjournment of today's meeting. Ron Barbee seconded the motion. All in favor. Motion carried. The meeting was adjourned at 11:52 am.**

  
James M. Berg: Chairman

  
David George: Vice Chairman

  
Ronald Barbee: Secretary

  
James T. Alt: Treasurer

  
Larry Dasenbrock: Director