

CUCHARAS SANITATION AND WATER DISTRICT (CSWD)
16925 STATE HIGHWAY 12
CUCHARA, COLORADO 81055
Regular Meeting Minutes of the Board of Directors
March 8th, 2024

1. **Call to Order:**

Larry Dasenbrock called the meeting to order at 9:00 am.

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, joined meeting at 9:30 am via telecom

CHRIS SMITH – Present, joined meeting at 9:40 am

Staff present: Terry Sykes, Julia Shroust & Kristan Lowe

Visitors present: None

4. **Approval of Agenda:**

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

Jim Alt made a motion to approve the March 8th, 2024 Regular Board meeting agenda as presented. Steven Davis seconded the motion. All in favor. Motion carried, 3/0.

5. **MINUTES CORRECTION AND APPROVAL: February 9th, 2024 Regular Meeting Minutes:**

Board members reviewed the February 9th, 2024 Regular Meeting Minutes draft prior to today's meeting. Larry Dasenbrock asked if there were any changes or additions. There were none.

Jim Alt made a motion to approve the February 9th, 2024 Regular Meeting Minutes as presented. Steven Davis seconded the motion. All in favor. Motion carried, 3/0.

6. **Discuss and Approve January 2024 Treasurer's Report:**

Jim Alt provided an update for the Treasurer's Report through February 2024. He reviewed the financial documents and gave the board members a chance to ask questions. Jim Alt reviewed operating income, operating expenditures, capital expenditures and the CSWD debt reserve accounts. Jim Alt pointed out that the cumulative property tax revenue was lagging and to expect more payments to trickle in come April. Board members thanked Julia Shroust for providing data to reflect sewer revenue for commercial customers. Jim explained capital interest income has been higher than anticipated during budget planning. A late payment was made to Vranesh & Raisch, no legal expense was booked in January, and so it was paid in arrears. Jim Alt gave a breakdown for capital expenses and mentioned a down payment of \$31k has been made for the purchase of a new Vac Trailer for exposing underground utilities. Board members reviewed the checking account balances and noted a payment made to GMS Engineering for the ongoing Baker Creek project. Julia provided a transaction document from QuickBooks and board members reviewed transactions completed in February. Lastly, board members discussed and reviewed delinquent customer accounts. A payment hasn't been made in over 6 months for account 1057.01, Sherrie McLeroy of 127 Black Bear Rd and is now eligible for a perpetual statutory lien to apply due to non-payment. Julia will work with the legal counsel at CCFWU to make sure the lien is filed properly.

Jim Alt made a motion to approve the perpetual statutory lien for account number 1057.01 for Sherrie McLeroy due to nonpayment. Steven Davis seconded the motion. All in favor. Motion carried, 3/0.

Steven Davis made a motion to approve the February 2024 Treasurer's Report as presented. Larry Dasenbrock seconded the motion. All in favor. Motion carried, 3/0.

7. **Public Forum: Nothing to Report**

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

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

General Manager Terry Sykes provided an update regarding happenings in the field. There is no action needed by the board at this time. Terry went over water consumption numbers for the Panadero Ski Corp. He said they used 359,000 gallons and advised that they haven't been invoiced yet. Terry mentioned the Colorado Rural Water Conference is to be held on the 18th of March and that Glenn Hillis will be attending. Terry hosted a tour at the wastewater plant for the junior's from the high school in La Veta. Terry explained water samples have been completed and results were good. He explained a violation came from CDPHE regarding the TSS requirements and said this is due to the ongoing infiltration and dilution issues. Terry is working on the Reg 85 report due in April and mentioned the bio solid report has been completed. Terry is also working on the Rules and Regulation's document and will be making revision recommendations. Terry is planning to meet with the new water commissioner, Ed Diemer on March 13th, 2024. Steven Davis and Jim Alt plan to meet with Terry on Tuesday to help prepare for the meeting.

b. **Administrator Report: Reported by Julia Shroust, Detailed Report Attached**

Julia reviewed the handout provided in the board packet. She mentioned needing help with QuickBooks and Payroll. She also provided an update regarding ColoTrust and payment methods. A motion is needed to approve the request for Colo Trust and board members will vote on this during New Business section 10

c. Water Stewardship Committee Report:

Jim Alt was unable to attend the meeting held on February 26th, 2024 but that he plans on attending the next meeting on March 25th, 2024 located at 200 Russell Ave. in Walsenburg. He is going to invite former water attorney, Sandy White to attend our next board meeting. Jim Alt will work on an agenda or list of topics. Board members discussed the collaborative participation and would like to discuss the benefits to the district. Jim asked that staff plan to provide lunch for this meeting. Jim Alt mentioned the district could benefit from having a conversation with Sandy.

d. Legal Case Updates

Jim Alt explained that there are no new cases or applications and no action is needed by the board at this time. Jim went over the briefing email from Stuart Corbridge of Vranesh & Raisch and gave a brief explanation regarding the Deborah Blouin case.

e. Rules and Regulations Committee report:

Terry Sykes has started a review of Section 1 and mentioned he is working on reviewing Appendix A. Terry plans to review each section in its entirety and will share his comments and mark ups as he goes.

f. Personnel Committee: Nothing to Report

g. Executive Committee Calendar:

Jim Alt will be the main contact for the Executive Committee and will be available from March 8th, 2024 through April 12th, 2024.

h. Information Technology Update:

i. Jim Alt provided a brief update and explained the alarm notification system has been updated. The contact numbers in place needed updated. Hayden Alworth with the Computer Kernel helped Larry Dasenbrock set up his email on his mobile device and ensured his other devices were set up. Jim Alt explained the problem with the emails is the server certificate keeps expiring. Steven and Jim Alt plan to meet with Hayden to discuss the certificates.

j. Reports of Officers:

Larry Dasenbrock discussed the need to discuss goals and priorities for 2024 and would like to meet with Terry Sykes to discuss. Jim Alt suggested meeting on April 3rd, 2024 and Jim will share a meeting invite. This will not be a work session but rather a meeting of the Executive Committee.

9. OLD BUSINESS:

• Baker Creek Plant Project Update:

Jim Alt explained the district is waiting on GMS to send out bid requests for the filtration package. One final approval signature is needed from CDPHE before sending out for bids. Tom McClernan will follow up with Jim Alt who will then share a hand out document detailing financials for the Baker Creek cost and that the planning grant has been received.

• CSWD Safety & Security Update:

Terry Sykes spoke of plans to install gates at the plant entrances. He also plans to have road blocks or rocks installed to keep the public out. Terry is working on obtaining quotes for a cyber-security vulnerability assessment. Steven mentioned he has a link for a company that will do this analysis at little or no cost to the district. The CSD Pool analysis was quoted at around 10k.

• Electronic Billing & Paymentus - CSWD Customer Portal

Kristan Lowe is working with Caselle to produce a text file that Steven can manipulate for the upload to Paymentus. Caselle made a recent update to the text file and the reporting format changed. Kristan will continue to work with Caselle to generate the report and she will provide it to Steven when available.

10. NEW BUSINESS

• Sandy White visit April 12th, 2024.

The board plans to invite Sandy White to discuss the Collaborative and related water questions.


• Huerfano County Property Tax Revenue Banking Request

Julia Shrout provided a copy of the document from Huerfano County requesting direct deposit for payment reimbursements for property tax revenues.


Chris Smith made a motion to accept the request from Huerfano County to direct deposit tax revenue into the ColoTrust account as requested. Jim Alt seconded the motion. All in favor. Motion carried, 5/0.

11. Adjournment:

Jim Alt made a motion for an adjournment of today's meeting. Steven Davis seconded the motion. All in favor. Motion carried, 5/0. The meeting was adjourned at 10:59 am.


Larry Dasenbrock: President


Chris Smith - Vice President


Jim Alt - Treasurer


Steven Davis: Secretary


Ron Barbee: Director at Large

March 2024 Treasurer's Report

		Actuals	Budget
Operating Cash Income			
400002 - Service Fees	Water	31,809	32,100
400003 - Service Fees	Sewer	24,497	25,440
400004 - Service Fees	Pond Delivery Charge	521	538
400005 - Comm Serv Fees	Water	1,289	1,736
400006 - Comm Serv Fees	Sewer	1,013	1,392
4210 - Customer Late Charge	Customer Late Charges	111	125
4220 - Interest Earned	Interest Earned at (FNBT) Water Debt Srvc. Account	47	23
4250 - Property Taxes - Gov	Huerfano Co. Treasurer Property Taxes	18,715	1,062
425011 Debt Service	Bond Tax Revenue	0	13
425002 - Prop Tax Exemp	Personal Property Tax Exemption	0	0
4270 - Specific Ownership Tx	Huerfano Co. Treasurer Specific Ownership	857	96
4280 - County Treasurer Interest	Huerfano Co. Treasurer PT Interest	0	2
4301 - Pond Income	Pond Administration Fee	163	170
4400 License Fees	License Fees	0	0
4550 - Misc. Ops Income	Other misc revenue	67	833
Total Active Operating Income		79,089	63,530
Operating Expenditures			
5041 - Directors' Fees	Directors' Fees	900	600
5051 - Salaries	Salaries	31,372	23,640
5061 - Temp Labor	Temporary Labor	0	0
5071 - Payroll Taxes	Payroll Taxes	465	358
5101 - EE Retirement	Employee Retirement Expense	4,754	3,432
5111 - Employee Insurance	CEBT, TASC, Dependent Child Health Benefit	4,384	4,286
5151 Workman's Comp	Workman's Comp Insurance	0	0
6001 - Analytical Services	CO Analytical Lab and Sangre De Cristo Lab: Water & Wastewater Sample	0	1,333
6031 - Audit Expense	Haynie & Company	0	0
6071 - Loan Principal Expense	Loan Principal Expense	0	0
6101 - Chemicals	Chemicals	0	1,042
6201 - County Treasurer Fees	Huerfano Co. Treasurer county fees	561	2
6791 Dues and Subscriptions	Dues and Subscriptions	0	125
6881 - Insurance Expense	P&L Insurance Expense	0	0
6911 Loan Interest	DWRF 2012 Cuchara Tank, DWRF 2019 SPWSIP Interest	0	0
6921 - Legal Expense	Vranesh and Raisch: Water Cases	3,802	2,500
6971 - Miscellaneous Expense	Miscellaneous Expense	0	0
7001 - Office	Caselle Monthly and Added Modules, Gobin's, Amazon	2,129	2,000
7021 - Permits & Fees	CDPHE, USFS	0	83
7051 - Professional	Professional Services	0	2,083
7121 - Repair & Maintenance	Repair and Maintenance	2,553	1,967
7211 - Telephone	Century Link, HuerfanoTel	690	688
7241 - Training & Travel	Training and Travel	290	375
7321 - Utilities - Electric	San Isabel Electric Co	3,102	3,188
7341 - Utilities - Propane	La Veta Propane	2,024	1,167
7361 - Utilities - Trash	Mountain Disposal	90	100
7381 - Vehicle Expense	Vehicle Expense	146	750
Total Active Operating Expenditures		57,263	49,719
9141 - Capital Interest	CAPITAL INTEREST	3800	3,083
8001-Capital Income	CAPITAL INCOME	0	0
9201 - Misc Capital Rev	MISC CAPITAL REVENUE	0	0
9300 - Grant & Loan Proceeds	GRANT/LOAN INCOME	61,869	0
Total Capital Income		65,669	3,083
9890-Cap Exp		0	20,000
Total Capital Expenditure		0	20,000
February 29, 2024 Chkg Acct Bal (FNBT #246)			40,125
March 31, 2024 Chkg Acct Bal (FNBT #246)			121,247
February 29, 2024 Water Debt Services (FNBT #254)			53,100
March 31, 2024 Water Debt Services (FNBT #254)			62,797
Reserves			
E001 ColoTrust CSWD Water Capital Edge			81,752
E002 ColoTrust CSWD Capital Reserve Edge			182,780
E003 ColoTrust CSWD Sewer Capital Reserve Edge			338,819
E004 ColoTrust CSWD Debt Reserve Edge			195,803
8001 PLUS+ Water Capital			28,100
Total Reserves			827,255
Remaining Loan Principal			
SPWSIP Loan D19F428			1,379,647
Cuchara Wtr Tank Loan D12F303			45,643

March 2024 Treasurer's Report

	Actuals	Budget YTD	\$ Over Budget	% of Budget	Annual Budget	% of Budget
Operating Income						
400002 - Water Service Fees	95,333	96,300	(967)	99.0%	385,200	24.7%
400003 - Sewer Service Fees	72,433	76,320	(3,887)	94.9%	305,280	23.7%
400005 - Comm Water Service Fees	4,019	5,208	(1,189)	77.2%	20,873	19.3%
400006 - Comm Sewer Service Fees	3,158	4,176	(1,018)	75.6%	16,698	18.9%
4000 - Excess Consumption Fees	0	0	0	#DIV/0!	500	0.0%
400004 - Pond Delivery Fees	1,575	1,614	(39)	97.6%	6,453	24.4%
4210 - Customer Late Charges	542	375	167	144.5%	1,500	36.1%
4220 - Interest Earned	91	69	22	131.9%	270	33.7%
4250 - Property Tax Revenue	19,783	3,186	16,597	620.9%	98,370	20.1%
425002 - Personal Property Tax Exemption	0	0	0	#DIV/0!	150	0.0%
425011 - Debt Service - Bond Tax Revenue	284	13	271	2184.6%	25	1136.0%
4270 - Specific Ownership	2,410	288	2,122	836.8%	12,000	20.1%
4280 - County Treasurer Interest	0	6	(6)	0.0%	125	0.0%
4301 - Pond Administration Income	503	510	(7)	98.6%	2,040	24.7%
4400 - License Fees	0	0	0	#DIV/0!	225	0.0%
4550 - Miscellaneous Operating Income	117	2,499	(2,382)	4.7%	10,000	1.2%
Total Operating Income	200,248	190,564	9,684	105.1%	859,709	23.3%
Operating Expenditures						
5041 - Directors' Fees	1,800	1,800	0	100.0%	7,500	24.0%
5051 - Salaries	80,063	70,920	(9,143)	112.9%	283,679	28.2%
5061 - Temporary Labor	0	0	0	#DIV/0!	13,960	0.0%
5071 - Payroll Taxes	1,177	1,074	(103)	109.6%	4,301	27.4%
5101 - Employee Retirement Expense	11,225	10,296	(929)	109.0%	41,189	27.3%
5111 - Employee Insurance Expense	12,993	12,858	(135)	101.0%	51,437	25.3%
5151 - Workman's Comp. Ins.	5,614	5,614	0	100.0%	5,614	100.0%
6001 - Analytical Services	1,364	3,999	2,635	34.1%	16,000	8.5%
6031 - Audit Expense	0	0	0	#DIV/0!	12,000	0.0%
6071 - Loan Principal: SPWSIP, Cuchara Tank	0	0	0	#DIV/0!	75,509	0.0%
6101 - Chemicals	2,250	3,126	876	72.0%	12,500	18.0%
6201 - County Treasurer Fees	602	6	(596)	10033.3%	2,951	20.4%
6791 - Dues & Subscriptions	1,148	375	(773)	306.1%	1,500	76.5%
6881 - Insurance Expense	30,030	30,030	0	100.0%	30,030	100.0%
6911 - Loan Interest	0	0	0	#DIV/0!	34,941	0.0%
6921 - Legal Expense	7,860	7,500	(360)	104.8%	30,000	26.2%
7001 - Office Expense & Postage	7,008	6,000	(1,008)	116.8%	24,000	29.2%
7021 - Permits & Fees	0	249	249	0.0%	1,000	0.0%
7051 - Professional Services	6,412	6,249	(163)	102.6%	25,000	25.6%
7121 - Repairs & Maintenance	5,514	5,901	387	93.4%	23,600	23.4%
7211 - Telephone Expense	3,311	2,064	(1,247)	160.4%	8,250	40.1%
7241 - Training & Travel	610	1,125	515	54.2%	4,500	13.6%
7321 - Utilities - Electric	8,985	9,564	579	93.9%	38,250	23.5%
7341 - Utilities - Propane	6,373	3,501	(2,872)	182.0%	14,000	45.5%
7361 - Utilities - Trash	270	300	30	90.0%	1,200	22.5%
7381 - Vehicle Expense	446	2,250	1,804	19.8%	9,000	5.0%
Total Operating Expenditures	195,055	184,801	(10,254)	105.5%	771,911	25.3%
Total Net Operating Income	5,193	5,763			87,798	5.9%
Capital Income						
8001 - Current Year Tap Fees	0	0	0	#DIV/0!	30,000	0.0%
9141 - Interest - Capital	11,174	9,249	1,925	120.8%	37,000	30.2%
934104 - Grant - Baker Creek Design & Engineering	0	0	0	#DIV/0!	0	#DIV/0!
934105 - Grant - Baker Creek Water Project	61,869	0	0	#DIV/0!	211,700	29.2%
Total Capital Income	73,043	9,249	63,794	789.7%	278,700	26.2%
Capital Expenditures						
9001 - Gov't Fund	0	0	0	#DIV/0!	0	#DIV/0!
9002 - Water Fund	15,589	40,000	0	39.0%	407,000	3.8%
9890002c-Baker Creek Water Proj Expenses	10,152	0	(10,152)	#DIV/0!	0	#DIV/0!
9003 - Sewer Fund	15,589	0	(15,589)	#DIV/0!	300,000	5.2%
Total Capital Expenditures	41,330	40,000	(1,330)	103.3%	707,000	5.8%
Net Income (Loss) not including depreciation	36,906	(24,988)				

James Alt, Board Treasurer
