CUCHARAS SANITATION AND WATER DISTRICT (CSWD)
16925 STATE HIGHWAY 12
CUCHARA, COLORADO 81055
Regular Meeting Minutes of the Board of Directors
April 12th, 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, via telecom
   RON BARBEE- Present
   CHRIS SMITH – Present, via telecom

   Staff present: Terry Sykes, Julia Shrout & Kristan Lowe
   Visitors present: None

4. **Approval of Agenda:**
   Larry Dasenbrock asked if there were any changes or additions to today's agenda. Item No. 7 was mistakenly left blank, therefore agenda item sequence for sections 8 through 13, were changed to sections 7 through 12. The corrections were made by Kristan Lowe during today's meeting. An amended copy of the agenda was given out to board members.
   Jim Alt made a motion to approve the April 12th, 2024 Regular Board meeting agenda as amended. Ron Barbee seconded the motion. All in favor. Motion carried, 5/0.

5. **MINUTES CORRECTION AND APPROVAL: March 8th, 2024 Regular Meeting Minutes:**
   Board members reviewed the March 8th, 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 March 12th, 2024 Regular Meeting Minutes as presented. Larry Dasenbrock seconded the motion. All in favor. Motion carried, 5/0.

6. **MINUTES CORRECTION AND APPROVAL: March 12th, 2024 Work Session Meeting Minutes**
   Board members reviewed the March 8th, 2024 Work Session Meeting Minutes draft prior to today's meeting. Larry Dasenbrock asked if there were any changes or additions. There was a change to the second bullet item under New Business. Jim Alt requested the word *access* be added to the internet discussion. A change was also made to the 6th bullet item. The number *3* was removed from the facilities discussion.
   Jim Alt made a motion to approve the March 8th, 2024 Work Session Meeting Minutes as amended. Ron Barbee seconded the motion. All in favor. Motion carried, 5/0.

7. **Discuss and Approve March 2024 Treasurer's Report:**
   Jim Alt provided an update for the Treasurer's Report through March 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 property tax revenues have been streaming in and that a trickle of specific ownership taxes were received. The line item for salaries were higher than normal in March due to an extra payroll period. Payments to Vranesh and Raisch are caught up. The checking account balances reflects the $60K reimbursement from State for the D&E grant. The debt reserve account is poised to make loan payment next month. Jim Alt plans to meet with GMS to reconcile the cost breakdown for this project. Jim Alt will inquire with Elisha Meadows regarding potential additional revenue as a result of the Backfill legislation from Senate bills SB22-238 and SB23B-001.
   Ron Barbee made a motion to approve the March 2024 Treasurer's Report as presented. Larry Dasenbrock seconded the motion. All in favor. Motion carried, 5/0.

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

9. **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 explained the Panadero Ski Corp is finished for the season and that they used 10% of the total allotment of water previously agreed upon. The water and wastewater samples have been completed and sent off to the lab. The lease payment for HuerfanoTel is in arrears and Terry will reach out to Ken Swinehart to request payment. Terry explained the Reg 85 nutrient report has been submitted. Lastly, Terry has a teleconference meeting scheduled with Ed Diemer, the new water commissioner for our district within Division 2 to go over requirements for the Britton pond transfer.

b. Administrator Report: Reported by Julia Shrout, Detailed Report Attached

c. Water Stewardship Committee Report:
Jim Alt was unable to attend the meeting held on March 25th, 2024 but that he will ask Sandy White for an update and repot back later. Jim requested Terry Sykes send a letter to all pond owners to remind them of the CSWD Rules and Regulations concerning pond requirements. The plan is to remind pond owners that diversion point or pond size changes are not permitted and to reiterate that the water provided by the district is for evaporation only and not refilling. The district needs to let the pond owners know we are required to re measure all ponds in 2028.

d. Legal Case Updates
Jim Alt explained that there are no new cases or applications and that there is action 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. Stuart Corbridge is ready to close the case. The board is ready to declare satisfaction with Stuarts due diligence on our behalf.
Jim Alt made a motion to allow Stuart Corbridge to proceed with his final comments and that the board is satisfied with the decision. Steven Davis seconded the motion. All in favor. Motion carried, 5/0.

e. Rules and Regulations Committee report:
Terry Sykes covered this update during his Operations report. He 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:
Board members congratulated Julia Shrout on her one year anniversary with the district and thanked for all of her efforts.
2024 Goals discussion: Board members reviewed the goals for the remainder of 2024. The highest priority items include

- Installation of new meters
- Hydrant testing / flow testing on 25% of the CSWD hydrants this year.
- Baker Creek project - facility preparation.
- Infiltration elimination.
- Create a CSWD compliance and event calendar.
- An audit of all district parcels monthly water and sewer charges.
- Water line needs installed at the wastewater treatment plant
- Protect hydrants from potential damage.
- Organize shared drive

Jim Alt requested feedback and Ron Barbee asked about keeping track of equipment inventory and replacement schedules. Terry is working with Glenn Hillis and Laurence Burgess to create an asset list and will continue to follow the depreciation schedule. Terry will assess the parts that have potential to fail.
Chris Smith made a motion to accept the 2024 goals document as presented. Jim Alt seconded the motion. All in favor. Motion carried, 5/0.

Board members discussed the CSWD customer portal and explained it's been on to do list for almost 2 years. Jim Alt and other board members agreed to add the customer portal to the goals list document that was provided for today's meeting.
Jim Alt made a motion to add the customer portal project to the list of 2024 goals. Chris Smith seconded the motion. All in favor. Motion carried, 5/0. Motion is called 1. A revision to the original goals motion listed above.

g. Executive Committee Calendar:
Ron Barbee will be the rotating member for the Executive Committee and will be available from April 12th, 2024 through May 10th, 2024.

h. Information Technology Update:
Jim Alt provided a brief update and explained the office staff had a full day when the Century Link phones were down but that issue was later resolved. Jim mentioned our server being down could affect the alarm system and remote access availability. Jim Alt explained the issue with the CSWD email accounts had to do with the server certificate keeps expiring. Steven and Jim plan to meet with Hayden to discuss the certificates.

- **Reports of Officers: Nothing to Report**

10. <u>OLD BUSINESS:</u>

- **Baker Creek Plant Project Update:**
  Jim Alt explained he had a meeting with Tom McClernan of GMS to review the next steps for the project. The equipment is currently out for bids. CDPHE provided dates for the loan application between June and August. Jim

believes June will be unachievable, and that he is anticipating a submission date of early August. Jim Alt will provide financials details for the Baker Creek cost and reviewed planning grant details. The next steps are to award the bid and wait for the equipment to arrive.

- **CSWD Safety & Security Update:**
  Julia Shrout advised the board that there is grant money available for safety items and she plans to work with Terry to purchase items covered under the grant money.

- **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. Kristan is also working to obtain quotes for upfront and monthly costs for the district or customers.

11. NEW BUSINESS

- **Perpetual Lien Discussion**
  The account formally known as Larry Palmer of 36 County Road 402 is delinquent and now eligible for lien due to nonpayment. The house is owned by a reverse mortgage company named BSI Financial. All efforts to collect water and sewer fees have been ignored. The CSWD staff will move forward with lien process.
  Jim Alt made a motion to proceed with the Perpetual Lien as discussed against the Larry Palmer / BSI Financial property. Ron Barbee seconded the motion. All in favor. Motion carried, 5/0.

- **EPA PFAS National Primary Drinking Water Regulation:**
  Steven Davis recited the new regulations and explained how the district may be affected. All water systems must comply and test for 5 PFAS chemicals. Steven shared a PDF fact sheet and encouraged everyone to familiarize themselves with the requirements. The district must meet all requirements within 3 years. Jim Alt to reach out to Tom McClernan to inquire how the new regulations effect the new Baker Creek Plant.

12. 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 11:24 am. The next regular board meeting will be held on May 10th, 2024.

_____ _____
Larry Dasenbrock: President Chris Smith - Vice President

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Jim Alt – Treasurer

_____ _____
Steven Davis: Secretary Ron Barbee: Director at Large