

CUCHARAS SANITATION AND WATER DISTRICT (CSWD)  
16925 STATE HIGHWAY 12  
CUCHARA, COLORADO 81055  
Regular Board Meeting of the Board of Directors  
August 12th, 2022 (Amended)

1. **CALL TO ORDER:**

Larry Dasenbrock opened the meeting at 9:02 am

2. **PLEDGE OF ALLEGIANCE:**

The pledge of allegiance was led by Larry Dasenbrock

3. **ROLL CALL:**

DAVID GEORGE: Present

STEVEN DAVIS: Present

LARRY DASENBROCK: Present

JIM ALT: Present

RON BARBEE: Present

**Staff present:** Shannon Shrout, Shaylee Andreatta & Kristan Lowe

**Visitors present:** Dave Barclay

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 August 12<sup>th</sup>, 2022 as amended. David George seconded the motion. All in favor. Motion carried.**

5. **Delegation of Officers:**

Board members met previously to discuss the positions best fit for each board member. The board positions will be as follows:  
Larry Dasenbrock to remain CSWD President and Chairman of the CSWD Board of Directors.

**Ron Barbee made a motion to have Larry Dasenbrock to remain CSWD President, Jim Alt seconded the motion. All in favor. Motion carried 4/0, Larry Dasenbrock abstained.**

David George will remain CSWD Vice President of the CSWD Board of Directors).

**Larry Dasenbrock made a motion to have David George remain CSWD Vice President. Steven Davis seconded the motion. All in favor. Motion carried 4/0, David George abstained.**

Jim Alt will remain CSWD board Treasurer.

**Larry Dasenbrock made a motion to have Jim Alt remain CSWD Treasurer. Ron Barbee seconded the motion. All in favor. Motion carried 4/0, Jim Alt abstained.**

Steven Davis will serve as CSWD board Secretary.

**Ron Barbee made a motion to have Steven Davis as CSWD Secretary. Larry Dasenbrock seconded the motion. All in favor. Motion carried 4/0, Steven Davis abstained.**

Lastly, board members agreed that Ron Barbee will serve as Director at Large.

**Jim Alt made a motion to appoint Ron Barbee as CSWD Director at Large. Steven Davis seconded the motion. All in favor. Motion carried 4/0 Ron Barbee abstained.**

6. **MINUTES CORRECTION AND APPROVAL: July 8<sup>th</sup>, 2022 Regular Meeting Minutes:**

Board members reviewed the July 8th, 2022 Regular meeting minutes prior to today's meeting. Larry Dasenbrock asked if there were any changes or additions needed. There were a request made by Jim Alt to edit a sentence from section 13, under New Business. Regarding the Stonewall Century Bike Ride, the wording should reflect that Jim Alt will be providing access to the CSWD parking lot and break room areas for the participants on August 13<sup>th</sup>, 2022. Also, Kristan Lowe explained there was a typo that needs removed from the Old Business section of Job Safety. The corrections were made during today's meeting.

**Jim Alt made a motion to approve the July 8th, 2022 Regular Meeting Minutes as amended. David George seconded the motion. All in favor. Motion carried 5/0.**

7. **TREASURER'S REPORT:**

Jim Alt reviewed financial documents for July 2022 with the board and gave them a chance to ask questions. Jim provided an overview of the cumulative items through June and reviewed page 1 & 2 of the printed documents. He mentioned the operating income is above budget mostly due to Huerfano County property taxes have arrived ahead of schedule. Operating expenditures included additional expenses for the audit that arrived early as it had been budgeted in different month. This will be the final

payment to Dixon & Waller. The legal expense was high due to time spent by the water attorney on White Creek and the diligence items for Britton Pond No. 1. Jim Alt explained the professional services were high due to the cost for cleaning out 3 of the 4 water tanks. 1 tank was unable to be cleaned due to that protrusion of bolts. Sanitary survey results indicated the tanks needed cleaned. The one tank that was not cleaned was the newest tank and will be scheduled for a later date. A comprehensive tank inspection is required every 5 years. Shaylee Andreatta has the videos and some before and after pictures that she can share if anyone would like to see the process. Jim briefly explained some Capital expenditures were needed for clean up at the old resort water facility in anticipation of installing a new water plant. CSWD hired an employee part time to help. The yard around the property is cleaned up and looking nicely. The water making side of the facility have been cleaned up and he mentioned the snow making side will need to be cleaned up in the future. Jim stated he hopes to have the old water filtering equipment removed by the end of 2022. The operating cash position and debt services been increasing in anticipation of upcoming loan payments that are due in November. Jim explained that we are trying to limit exchanges with water attorney to help reduce legal expenses but that the CDOT and Due Diligence items were time consuming for Stuart and that the expenses reflect that. Lastly, utilities, such as electricity and propane have increased.

**David George made a motion to approve the July 2022 Treasurer's Report as presented. Steven Davis 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: Reported by Shannon Shrout, Detailed Report Attached**

**b. Administrator Report: Reported by Shaylee Andreatta, Detailed Report Attached.**

The board thanked Shaylee Andreatta for her efforts and getting a jump start on 2023 preliminary budget planning that will be presented at the October 2023 board meeting. They also recognized her help regarding the RCAC – rate study project.

**c. Water Stewardship Committee Report:**

Jim Alt provided a brief update regarding the Huerfano County Water Conservation District (HCWCD). He attended the July meeting regarding the collaborative. They are in the process of seeking out available funding for the 90% design at the Bruce Canyon Reservoir. He mentioned flow rates were shared and weather changes were positive. He anticipates the conservation District will ask CSWD for a letter of support. No obligation for the district until a formal request is made. The committee discussed river flows, concerns and plans for the future. The minutes have been posted on the HCWCD website. Jim Alt can't attend the meeting on July 11<sup>th</sup>, 2022 so Larry Dasenbrock will attend in his place.

**d. Legal Case Updates**

Jim Alt provided an update and explained there is no action needed by the board at this time. He went over the email provided by Stuart Corbridge of Vranesh and Raisch and briefly reviewed each case. Jim Alt explained there is no concern regarding the abandonment list that was presented and that he trusts that Stuart is protecting CSWD assets as appropriate. Jim Alt also mentioned authorizing yield study to assess Baker Creek water flows and to make the Baker Creek project a priority of discussion and planning. He mentioned that Stuart will provide the engineering material that further explains water rights. Regarding the C-Dot right away, he stated the issues have been resolved and that we are just waiting on the forest service to issue a permit. Stuart Corbridge is assisting with the diligence applications regarding Britton No. 1 and White Creek reservoirs.

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

Committee plans to regroup in September to continue revisions on section 6.

**f. Personnel Committee:**

Todd Eddleman submitted a resignation letter and his last day was on August 19<sup>th</sup>, 2022. Shannon also conducted an exit interview for Todd. Shannon also completed all employee appraisals.

**g. Information Technology Update: Nothing to Report**

**h. Reports of Officers: Nothing to Report**

**10. OLD BUSINESS:**

• **Job Safety Analysis**

David met with Adam Johnsen of the CSD Property & Liability Pool to finalize confined space and safe work practice policies. David went over his notes and explained the permit required areas, and briefly introduced a new respiratory protection policy to be discussed at a later time. Adam provided a list of concerns such as a valve box needed at the

old water plant, it must be locked with a cover. A keyed lock is also needed at the Wastewater plant. David explained he will research any funding available through the safety grant provided by the CSD Pool and share the findings from Adam. David encouraged action from the board and staff to ensure in that CSWD is in compliance.

- **Baker Creek Plant Project Update:**

Jim Alt explained the professional services agreement has been signed and that GMS Engineering Inc. is researching grants that CSWD can apply for. Jim Alt and David George will monitor the progress schedule. Jim Alt explained he would like to review previous Yield Studies to help assess water shed production. GMS Engineering has 120 days from June 8<sup>th</sup>, 2022 to provide a Preliminary Engineering Assessment Report (PER) addendum to the 2017 Water System Evaluation PER. The addendum will include the project needs assessment and preliminary design of the new water plant on Baker Creek. He also stated he has been researching an energy impact assistance grant.

- **Easement Update–**

Shaylee Andreatta and Kristan Lowe gave a progress update on outstanding easements from the Spanish Peaks Water System Improvement project that took place in 2019 and 2020. They have been able to reach most of the customers via phone or email. Of the 44 that need to be signed, they have 27 signed. Shaylee will complete the required notaries and send to them to the county to be recorded. Potential costs were discussed, none have been recorded at this time.

## 11. NEW BUSINESS:

- **RCAC – Rate Study:**

Shannon gave update and shared a document provided by Chris Branderwheat. Shannon invited him to come to the October 2022 board meeting. Start in time to plan for budget. Jim Alt mentioned he anticipates a rate increase in 2024. Jim Alt will be unavailable to be at the October board meeting.

- **Sedgwick Claims-Office Roof Repair:**

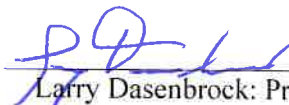
Hail has caused damaged to CSWD office facility roof. Jim explained quote from Sedgwick and options presented. Jim said he recommends getting the mesh component to prevent damage in the future. Board members went over costs and explained it will cost 8K. Jim Alt explained it was necessary and worth it to improve durability of the roof. Nella Rosales is the contact person for the insurance and deductible information and Challenger will complete the repairs. It is hoped that Challenger can assess the Baker Creek facility roof while they are here. Shannon has a revised quote to show new date. **Jim Alt made a motion, David George seconded to approve the repairs to the CSWD roof based on Sedgwick claims process. All in favor motion carried 5/0.**

- **Paymentus – Statement of Work for Online Customer Portal**

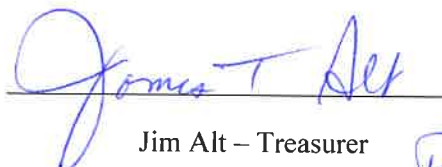
Shaylee Andreatta provided a brief update and explained the next steps for the installation of the customer portal. The customer portal is included in the original agreement, no additional cost to install or run monthly. Customers will have access to monitor usages and manage their own payment methods. CSWD will save on postage and have better contact with customers through the portal. Shaylee was given a start date to go live after a 2 month implementation process.

## 12. ADJOURNMENT:

**Larry Dasenbrock made a motion for an adjournment of today's meeting. Ron Barbee seconded the motion. All in favor. Motion carried, 5/0. The meeting was adjourned at 10:45 am.**

  
Larry Dasenbrock: President

  
David George: Vice President

  
Jim Alt – Treasurer

  
Steven Davis: Secretary

  
Ronald Barbee: Director