

CUCHARAS SANITATION AND WATER DISTRICT  
16925 STATE HIGHWAY 12  
CUCHARA, COLORADO 81055  
Regular Meeting Minutes of the Board of Directors  
October 8th, 2021

1. **CALL TO ORDER:**

Larry Dasenbrock opened the meeting at 9:03 am.

2. **PLEDGE OF ALLEGIANCE:**

Pledge of Allegiance was led by Larry Dasenbrock

3. **ROLL CALL:**

LARRY DASENBROCK: Present

JAMES ALT: Present

RONALD BARBEE: Present

JAMES BERG: Present via telecom

DAVID GEORGE: Present

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

**Visitors present:** None

4. **APPROVAL OF AGENDA:**

Larry Dasenbrock asked if there were any additions or changes to today's Agenda. There was a minor change requested on item No. 6, Treasurer's Report. Larry Dasenbrock asked that the bullet item to discuss and approve the August 2021 Treasurer's Report be moved ahead of approving the September 2021 Treasurer's Report. Jim Berg mentioned the requirement for the board to have a motion to schedule the public budget hearing on November 11<sup>th</sup>, 2021. A bullet item will be added under agenda item No. 10 New Business.

**Jim Alt made a motion to approve the October 8<sup>th</sup>, 2021 Agenda as amended. David George seconded the motion. All in favor. Motion carried.**

5. **MINUTES CORRECTION AND APPROVAL: September 10<sup>th</sup>, 2021 Regular Meeting Minutes:**

- Board members reviewed the September 10<sup>th</sup>, 2021 regular meeting minutes prior to today's meeting. Larry Dasenbrock asked if there were any changes or additions needed. There was a minor change requested on bullet item No. 5 under Section, 10 New Business. Jim Berg mentioned that the Rules and Regulation's document requires written approval and the minutes need to reflect that.

**Jim Berg made a motion to approve the September 10<sup>th</sup>, 2021 Regular Meeting Minutes as amended. Jim Alt seconded the motion. All in favor. Motion carried.**

6. **TREASURER'S REPORT:**

- Jim Alt reviewed financial documents for August 2021 with the board and gave the board a chance to ask questions. Shaylee Andreatta explained a minor change was needed in the August 2021 report to accurately reflect the monthly invoice totals for customer payments received.

**Jim Alt made a motion to approve the August 2021 Treasurer's Report as amended. David George seconded the motion. All in favor. Motion carried.**

- Jim Alt reviewed financial documents for September 2021 with the board and gave the board a chance to ask questions. Discussion took place regarding the district's financial status. Jim Alt mentioned a large payment made for legal services to the water attorney and discussion took place regarding capital expenses. Jim Alt explained, the sanitary survey results from the 4 water tank inspections have been provided to CSWD. He and Shannon Shrout are in the process of reviewing and taking necessary action. Shaylee Andreatta provided the board with reports from QuickBooks and discussion took place regarding salary, capital and operation expenses.

**Jim Berg made a motion to approve the September 2021 Treasurer's Report as presented. Jim Alt seconded the motion. All in favor. Motion carried.**

7. **PUBLIC FORUM:** Nothing to Report

8. **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
- c. **Water Stewardship Committee Report:**

Jim Alt attended the HCWCD Water Day on September 25<sup>th</sup>. He provided a brief update and mentioned the committee is most likely moving forward with a new grant for evaluating dredging the Maria-Stevens reservoir.


- d. **Legal case updates:**

upcoming work session scheduled on 10/21/2021. Jim Berg reminded the CSWD staff to update relevant information on the website as the time comes.

- **2022 Preliminary Budget:**  
Jim Alt presented the first draft of the budget. He explained that they will present a more refined version at the next board meeting. Discussion took place regarding projections and Jim Alt provided a recap on capital expenses. Jim Berg advised the office staff that he is missing a page from the budget and asked that a copy be resent to him.
- **Schedule 2022 Budget Public Hearing:**  
Jim Berg explained the Budget Hearing is always held before the regularly scheduled board meeting. Board members all agreed the hearing will take place on November 12<sup>th</sup>, 2021 at 9:00am. The staff will ensure there is a link to attend virtually.  
**Jim Alt made a motion to post a notice that the district intends to hold a public hearing for the 2022 Budget on November 12<sup>th</sup>, 2021 at 9:00 am. David George seconded the motion. All in favor. Motion carried.**
- **Resolution 2021-10 – Appoint a Designated Election Official:**  
Board members discussed the resolution and determined additional information is needed from our legal counsel before moving forward. They agreed to defer this until the next board meeting and asked Shaylee Andreatta to reach out to Collins, Cockrel & Cole to discuss the wording of the resolution.
- **Renew Workman’s Compensation Policy (CSD-Pool)**  
Discussion took place and the board advised Shaylee to move forward with the renewal. Shaylee Andreatta advised the renewal is due by October 15<sup>th</sup>, 2021.
- **Renew Health Plan Policy (CEBT)**  
Shaylee provided the board with documents to show the current CSWD plans. She advised the only change this year is a 2% increase in rates to the PPO5 plan. She stated the benefits committee plans to meet on October 11<sup>th</sup>, 2021 to complete the necessary documents for renewal. Jim Alt requested that Shaylee Andreatta start researching plans sooner in 2022 so the district has the ability to consider other options.

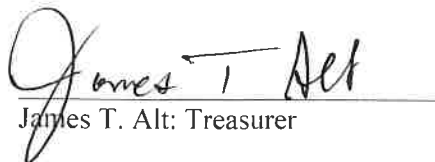
**11. ADJOURNMENT:**

**Jim Alt made a motion for an adjournment of today’s meeting. David George seconded the motion. All in favor. Motion carried. The meeting was adjourned at 12:15 pm.**

  
Larry Dasenbrock: Chairman

  
David George: Vice Chairman

  
Ronald Barbee: Secretary

  
James T. Alt: Treasurer

  
James Berg: Director

## Operation Report October 2021

- Sampling for October finished, also took sludge samples so we can land apply bio solids on Jameson's hayfield the last week of this month.
- I spoke with Ike Drury yesterday. He is waiting on the warranty paper work from GAF (the TPO Manufacture) I assume we will see a bill from Drury as soon as he has the warranty.
- We received 72 Master Meters that have been on order since late May. We will try to install as many as we can before snow fly's.
- I sent all of you the results of the sanitary surveys for both water and wastewater. I will get you a short summery next week on each of the big items, but if you have read them with Shaylee and Kristan's help this week we took care of the 1<sup>st</sup> violation that had a deadline of October 29,2021. I have Kyra coming on the 27<sup>th</sup> of this month to help me address the other 3.
- Todd Eddleman will have 5 years with the District the 18<sup>th</sup> of this month and on the 26<sup>th</sup> Glenn will have 1 year and Shaylee will have completed her probation period on the 26<sup>th</sup> as well.
- Our main focus before the snow fly's is to power wash the pump station vaults in Pinehaven, service all the trucks and equipment, and get the Spanish peaks water intake gravel and rocks cleaned out and put our concrete we stand on back in place. Then meters, meters, meters.
- I sent an approval letter to CommNet (Eugene) saying they could move forward as long as they stay North and East of current fence line, and requested pre conference meeting prior to construction. Have not heard anything back from Eugene.
- Dixon and Waller sent our 2021 audit books so there are copies available if you want to take and read what they had to say. They came in on Wednesday.
- Todd and myself went down and worked with Chris Knowles for Town of Laveta to try and help him get there water plant in better working condition. I will probably send Glenn Down one afternoon next week to help Chris with calibrating one of their turbidity meters that Chris is not familiar with.
- Larry and I agreed to meet with the public at 1PM on November 12<sup>th</sup> to start the discussion on possibly changing the rate structure that we currently have for residential customers.

Administration Report for October 8, 2021

Good morning,

This month has been nothing short of busy and exciting as we have many new, time sensitive things on our plate as the year draws to an end.

Our first topic to cover is that we got our 2020 Audit sent in and it has been returned to us in book. It has already been uploaded to the State Auditor, and I will have it submitted to DOLA by the end of the business day today.

Second is our rate renewals as I talked a little bit about in our September Board Meeting. I plan to work with Jim Berg on completing the CSD Pool Renewals, Workman's Comp and Property and Liability Insurance, as I just received the P&L renewals yesterday, I haven't had much time to go over all the specs, but I will send them in an email as soon as I get a chance to look at them. Workman's Comp renewal is due next Friday, October 15, 2021 and I should have this submitted early next week. Our Property and Liability Insurance online renewals are due October 30, 2021. We also received our CEBT Renewal which is also due on October 15, 2021. Our overall health insurance rate increase is 2% which raises our health insurance to \$670/ month from 657/ month, if we choose to stay with the same coverage's that we already have. I haven't had time this week to set up a cost analysis on our CEBT renewals, but I will have the rate increase worksheet available if we want to go over that after the meeting.

I had sent out a cost-benefit analysis on Caselle, and we have sent in the okay to purchase. I received the first invoice this week, so as soon as I send that in, they will be able to start building our new modules. By next month's meeting, I am hoping to have a timeline to share with you all on when this will be fully integrated and ready to run!

Lastly, we have been working on the 2022 budget which we will go over later in the meeting. Being my first budget I was a little hesitant; however it just so happens that in my college class I am taking currently, we are starting to learn a little about budgets and their components, which makes me a little more confident!

Thank you, are there any questions?