

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

1. **CALL TO ORDER:**
Jim Berg opened the meeting at 9:05 am.
2. **Pledge of Allegiance:**
Pledge of Allegiance was led by Jim Berg
3. **ROLL CALL:**
JAMES BERG: Present
JAMES ALT: Present
RONALD BARBEE: Present via telecom
LARRY DASENBROCK: Excused absence
DAVID GEORGE: Present via telecom
Staff present: Shannon Shrout, Leslie Cordova, Kristan Lowe
Visitors present: None
4. **APPROVAL OF AGENDA:**
James Berg asked if there were any additions or changes to today's Agenda. Leslie Cordova pointed out a minor change needed to section 9 Reports of Officers, Committees, Professional Consultants and Staff. There should only be one bullet point reflecting 'Operations Status Report'.
Jim Alt made a motion to approve the February 12th, 2021 agenda as amended. David George seconded the motion. All in favor. Motion carried.
5. **MINUTES CORRECTION AND APPROVAL: January 8th, 2021 Regular Meeting Minutes:**
Board members reviewed the January 8th, 2021 regular meeting minutes prior to today's meeting. Jim Berg pointed out that under section 9, Administrator Report; the wording should reflect 'Division Engineering Office' and not 'District Engineering Office'. Also, under section 11, New Business; the wording in the motion should reflect 'emergency snow day policy' as it appears this way in other minute locations.
Jim Alt made a motion to approve the January 8th, 2021 Regular Meeting Minutes as amended. Ron Barbee seconded the motion. All in favor. Motion carried.
6. **Treasurer's Report:**
Jim Alt presented the December 2020 treasurer's report and explained the he and Leslie Cordova have been working together to resolve the discrepancies in December caused by the lost but now completely recovered data from QuickBooks (QB).
Jim Alt made a motion to approve the December 2020 treasurer's report as presented. Ron Barbee seconded the motion. All in favor. Motion carried.
Jim Alt reviewed financial reports for January 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. The district is in good standing. He explained to the board that he has simplified the treasurer's report by omitting the anticipated payables and revenue. Ron Barbee asked if Leslie and Jim could include the district's debts. Jim Alt stated they will amend the report next month to reflect outstanding debts.
Jim Alt made a motion to approve the January 2021 treasurer's report as presented. David George seconded the motion. All in favor. Motion carried.
7. **Resolutions:**
 - *Resolution 2021-02: Cucharas Sanitation and Water District's (CSWD) First National Bank of Trinidad Accounts Responsibilities.*
Jim Alt provided a brief explanation and recited the resolution. Jim Alt is now an authorized contact for approval on items such as: payroll and ACH transfer approvals. Jim Alt explained the responsibilities of each CSWD staff member. He also explained the IPro Bank key fobs have been distributed. Each employee must have their own pin and fob to access First National Bank's CSWD account information. Leslie Cordova confirmed she has been posting resolution information on the CSWD website and also submitting necessary documentation to the Huerfano County clerk.
 - **Ron Barbee made a motion to approve Resolution 2021-02, Cucharas Sanitation and Water District's (CSWD) First National Bank of Trinidad Accounts Responsibilities. Jim Alt seconded the motion. All in favor. Motion carried.**
8. **Public Forum: (Nothing to Report)**
9. **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 in good standing.
 - Shannon has requested 2 bids for the roof replacement at the wastewater treatment plant. All Phase Roofing has provided a bid to and also provided a copy of the bid to the district's insurance representative. Shannon is still waiting to receive a bid from Colorado Commercial Roofing.

- Shannon and his team have started to conduct the surveys required for the backflow prevention program. He explained that he spoke with representatives from GMS Engineering and he is going to find out more regarding the allowance they have made for the Cross Connection Control Program for the Spanish Peaks Water System Improvement Project. (SPWSIP).
 - Shannon explained that Mark Leasure with GMS Engineering has the ability to input information from the SPWSIP into the CSWD'S GIS mapping system. Shannon advised it would be more efficient to let him input this information.
 - Shannon presented an updated quote of \$4500 from Pittsburg Tank to perform our tank inspections. Shannon explained that he is moving forward with this bid and that the district has budgeted this previously in capital funds.
 - Shannon is waiting on a bid from Chaparral Construction for the cost to clean out the muck in the backwash pond at the Spanish Peaks water plant.
 - The Cuchara Fellowship located at 18721 State Hwy 12 was frozen between the curb stop and the church. Shannon and his team located the curb stop and cleaned out around it, so that if this does happen again they are able to locate it easily. Shannon advised the board that he did add the curb stop location to CSWD's GIS mapping system.
 - A representative from Creswell Consulting came to the CSWD office to troubleshoot the phone volume issue. The phone line was switched to a different Century Link line whose amplitude was adjusted in La Veta and that fixed the problem.
 - Jason Wessling is coming on February 26th, 2021 to install one more valve at the wastewater treatment plant. He will also assess the sludge pump rail system for replacement. While he is here he is planning to take a look at the vault by Snow's residence located at 203 S. Meadow Road.
- b. Administrator Report: Reported by Leslie Cordova:**
- Leslie explained that she and Kristan Lowe continue to learn the new utility billing software, Caselle. Kristan and Leslie have been working with Hayden Alworth (Computer Kernel) to fine tune a few things but overall the conversion and going live in Caselle is going as well as to be expected.
 - Leslie explained the data loss that resulted from a QuickBooks (QB) error last month has been resolved. The Computer Kernel was able to restore the file from CSWD's backup system. Leslie explained that the error with QB was due to an upgrade that took place. She has verified with QB that this will not happen again in the future.
 - Leslie, Shannon, David and Larry have been working on the task to update the 'Other Policies' draft and she hopes to have it ready for review in the upcoming weeks.
 - The 2020 audit has been scheduled with Dixon Waller & Company, Inc. Mike Dixon plans to arrive the week of May 24th, 2021.
 - Leslie explained there is a document in the board member packets containing information regarding the Workman's Compensation (WC) insurance final audit. Every year Leslie completes a WC survey prior to January 1st, in which they audit the 2020 annual salaries. Once she sends the employee compensation information for the following year to the CSD Pool they calculate a payment or refund amount.
 - The Special District Association (SDA) encourages special districts to spend any remaining balance of the Coronavirus Relief Fund (CRVF) by June 30th, 2021. Leslie advised the board there is \$1800 remaining and can be used to on anything Coronavirus related.
- 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 on Bruce Canyon and Maria Stevens locations. Steven Smith an engineer has been assisting with the funded studies. Jim Berg stated there was not a lot of new information to share. He plans 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 are 2 cases of interest that Stuart plans to research further. No action needed by the board at this time but Jim Berg requested Leslie Cordova and Kristan Lowe do a pond audit and make sure all files, billing amounts and agreements are up to date. A new customer purchased 61 Aspen Rd, and the office staff is still waiting for a signed agreement to be returned.
- e. Rules and Regulations Committee report: (Nothing to Report)**
- f. Personnel Committee:** David George provided an update to the board. He explained that he has been working on individual policy updates. Specifically, cover pages, indexes and content pages. He would like to plan a meeting to discuss his progress and ask for board member input.
- g. Personnel Policy Committee: (Nothing to report)**
- h. Information Technology Update:** Jim Alt shared a news article that discussed the ways that a water and wastewater system could be affected by cyber security threats. He reached out to Hayden Alworth (Computer Kernel) to see what might need be done to protect our system. Hayden advised Jim that we have a very low risk. He noted a possible risk is with Primex which access CSWD remotely.
- i. Reports of Officers: (Nothing to Report)**

10. OLD BUSINESS:

• **Safety Analysis:**

Shannon ShROUT and David George have been working on the CSWD safety action plan. They are working to ensure the district is following OSHA rules and guidelines. One of the requirements is that the district offer proper harness and tri-pod equipment to enter manholes. To protect the district's liability and to keep employees safe while out in the field, David George recommends moving forward with the purchase of these items right away. Shannon has obtained prices for these items. The harness is estimated to be \$350 and the tri-pod is estimated at \$3100. Leslie Cordova reminded the board that a portion of this expenditure can be reimbursed through the Safety and Loss Prevention Grant Program. This grant will match 50/50, covering half of the cost.

David George made a motion to approve the purchase of a safety harness and tri-pod, not to exceed \$4,000. Ron Barbee seconded the motion. All in favor. Motion carried.

• **Commnet Agreement Update:**

Jim Berg provided a brief update. He advised the board that we are waiting for the attorney to make revisions to the agreement. A representative from Commnet visited the site and determined that they need to amend their design. They will send a revised draft agreement in March, 2021.

• **CSWD Personnel Policy:**

David George provided a brief update and explained that he has updated the policy to include suggestions from the last meeting and that at this point they just need signatures. David gave recognition to both Leslie and Shannon for their continued efforts to update the policy.

• **CSWD Compensation Policy: (Nothing to Report)**

• **CSWD Emergency Snow day Policy: (Nothing to Report)**

11. NEW BUSINESS:

• **Pro Re Nata (PRN) Office Position:**

Board members advised it is not necessary to vote on this matter. The board discussed the need for a general manager and agreed that Shannon ShROUT is the most eligible candidate.

Jim Alt made a motion to appoint Shannon ShROUT as interim General Manager, effective March 1st, 2021.

• **Revision of Section 8 Backflow/Cross Connect of Rules & Regulations:**

Jim Berg mentioned that Collins, Cockerel and Cole have reviewed the Backflow/Cross Connect draft of Section 8 of CSWD's Rules and Regulations. The revised Section 8 has been approved by the district's attorneys. The district has set a deadline of May 2021 for owners to adhere. He reiterated that this is a requirement of the State of Colorado and that property owners must adhere to this requirement or they will be subjected disconnected services. Jim Alt mentioned if changes are needed to the Rules and Regulation's document that will need to be done in a revision and incorporated at a later time. The letter has been distributed to all commercial property owners.

Jim Alt made a motion to approve the section 8 Rules and Regulation's document as is. David George seconded the motion. All in favor. Motion carried.

11:55 am – Jim Berg requested a break and paused the recording.

12:06 pm – Jim Berg reconvened, regular board meeting back in session.

- Board members discussed the need for office organization and district management.
- Jim Berg provided a brief history regarding ORC's
- Jim Alt recommends discussing this further in a regular board meeting and mentioned an executive session is not required. He explained it makes sense to promote within and to make sure all employees are cross trained. The board agreed that they need to have a solid plan in place for staffing emergencies.
- Shannon ShROUT gave recognition to Todd Eddleman for obtaining his 'B' wastewater license which will allow Todd to sign off on the monthly Discharge Reports. Shannon made a request to the board to let Todd use the CSWD vehicle for trips to and from home. The board will discuss this further and vote at the March 2021 board meeting.

12. ADJOURNMENT:

David George made a motion for an adjournment of today's meeting. Jim Alt seconded the motion. All in favor. Motion carried. The meeting was adjourned at 12:21pm.

Via Telecom

James H. Berg: Chairman

Via Telecom

David George: Vice Chairman

Via Telecom

Ronald Barbee: Secretary

James T. Alt
James T. Alt: Treasurer

Larry Dasenbrock
Larry Dasenbrock: Director