

**CUCHARAS SANITATION AND WATER DISTRICT (CSWD)**  
**16925 STATE HIGHWAY 12**  
**CUCHARA, COLORADO 81055**  
**Minutes of the Board of Directors Regular Meeting**  
**January 8th, 2025**

**1. Call to Order:**

Larry Dasenbrock called the meeting to order at 1:02 pm

**2. PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was led by Larry Dasenbrock

**3. ROLL CALL:**

Larry Dasenbrock: Present

Jim Alt – Present via telecom

Steven Davis- Present

Ron Barbee- Present via telecom

Chris Smith – Present

**Staff present:** Terry Sykes, Julia Shrout & Kristan Lowe

**Visitors present:** None

**4. Approval of January 8<sup>th</sup>, 2025 Regular Board Meeting Agenda:**

Larry asked if there were changes or additions to today's agenda. Jim requested GM Invoice No 10. be added to the first bullet item of Section 9, Old Business. An additional item covering the Muni-Link Billing Software has been added to the last bullet item of Section 9, Old Business.

**Steven Davis made a motion to approve the January 8<sup>th</sup>, 2025 Regular Board meeting agenda as amended. Chris smith seconded the motion. All in favor. Motion carried, 5/0.**

**5. MINUTES CORRECTION AND APPROVAL: December 6<sup>th</sup>, 2024 Rate Increase Hearing Meeting**

**Minutes:**

Board members reviewed the December 6<sup>th</sup>, 2024 Rate Increase Hearing Meeting Minutes prior to today's meeting. Larry asked if there were any changes or additions. There were none.

**Chris Smith made a motion to approve the December 6<sup>th</sup>, 2024 Rate Increase Hearing Meeting Minutes as presented. Steven Davis seconded the motion. All in favor. Motion carried, 5/0**

**6. MINUTES CORRECTION AND APPROVAL: December 6<sup>th</sup>, 2024 Budget Hearing Meeting Minutes:**

Board members reviewed the December 6<sup>th</sup>, 2024 Budget Hearing Meeting Minutes prior to today's meeting. Larry asked if there were any changes or additions. There were none.

**Steven Davis made a motion to approve the December 6<sup>th</sup>, 2024 Budget Hearing Meeting Minutes as presented. Chris Smith seconded the motion. All in favor. Motion carried, 5/0**

**7. MINUTES CORRECTION AND APPROVAL: December 11<sup>th</sup>, 2024 Regular Minutes:**

Board members reviewed the December 11<sup>th</sup>, 2024 Regular Meeting Minutes prior to today's meeting. Larry asked if there were any changes or additions. There were none.

**Steven Davis made a motion to approve the December 11<sup>th</sup>, 2024 Regular Meeting Minutes as presented. Chris Smith seconded the motion. All in favor. Motion carried, 5/0.**

**8. MINUTES CORRECTION AND APPROVAL: December 27<sup>th</sup>, 2024- Budget Amendment Hearing Meeting Minutes**

Board members reviewed the December 27<sup>th</sup>, 2024, Budget (2024) Amendment Hearing Minutes prior to today's meeting. Larry asked if there were any changes or additions. There were none.

**Steven Davis made a motion to approve the December 27<sup>th</sup>, 2024 Regular Meeting Minutes as presented. Chris Smith seconded the motion. All in favor. Motion carried, 5/0.**

**9. Treasurer's Report -Review & Approval of December 2024 Treasurer's Report**

Jim provided a brief update and reviewed operating income, operating expenditures, capital expenditures and the CSWD debt reserve accounts. He explained that this report reflects with and without the county income. Jim explained the budget column reflects the changes that were voted on during the Budget Amendment Hearing held on December 27<sup>th</sup>, 2024. The capital income for December was good. Capital

expenditures included a payment made to GMS Engineering for Invoice No. 9. Jim went over non-county operating income totals. He also mentioned the sewer fee revenue is still lagging and may have been over budgeted. CSWD staff will continue to research sewer accounting. The loan for Baker Creek should be completed within the next month. Jim reviewed the trend chart and mentioned salaries were high, due to a 3 pay period payroll month. A large payment was made to Hach Company for work on instruments. Electric and propane were higher than normal this month. Jim explained the district is over budget on income. The CSWD trend chart reflects a downward swing reflecting a recent loan payment made. Capital items purchased from Core and Main are materials needed for the Baker Creek facility. Jim explained the bottom line actuals from the budget and stated it was a pretty good year. The district finished with a positive net income. This will enable CSWD to add to reserve accounts.

**Steven Davis made a motion to approve the December 2024 Treasurer's Report as presented. Chris Smith seconded the motion. All in favor. Motion carried, 5/0.**

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

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

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

Terry provided a brief update regarding happenings in the field. He provided water production data and mentioned the total gallons came in at 19.6 million gallons for the year. Terry let the board know that he executed the agreement with Muni-Link for the new utility billing software. He then explained a violation letter was received by CDPHE. The violation was due to a treatment technique problem and the issue was resolved as of December 18<sup>th</sup>, 2024. A hard copy of the violation details have been mailed to all customers within the district.
- b. Administrator Report: Reported by Julia Shrout**

Julia provided an update regarding Jade Communications and explained the plan for new installation has been postponed until spring of 2025. Jim mentioned seeing Jade around the Cuchara area and would like office staff to reconfirm the installation date. Julia mentioned the auditor came to go over the CSWD inventory and to view construction progress. The CPA will also come to review inventory audit items. She has been working on the website data to ensure all items are ADA compliant. The website is almost fully compliant as approximately 50 non-compliant files remain.
- c. Water Stewardship Committee Report:**

Kristan was unable to attend the HCWCD regular meeting held on December 9<sup>th</sup>, 2024 due to inclement weather. She did however attend the holiday party held on Dec 11<sup>th</sup>, 2024. There are no new updates regarding the design phase for Maria Stevens reservoir. Kristan will plan to attend the next meeting on January 27<sup>th</sup>, 2025.
- d. Legal Case Updates**

Board members reviewed an email update from Stuart Corbridge of Vranesh and Raisch. Stuart advised the board there is no new cases and no action is needed by the board at this time. The board would like to wrap up the EQR research project. Jim explained that a telecom is planned including Stuart and Matt Bliss of DiNatale to discuss the EQR situation as well as the Britton Ponds measurement requirements. However, Stuart likely has a conflict of interest regarding the EQR situation and Jim suggested engaging with Bart Miller of CCUW for his input. Jim said he hopes to hold a briefing on the EQR outcome at the February 2025 board meeting.
- e. Personnel Committee: Nothing to Report**
- f. Executive Committee Calendar:**

Chris Smith will be the rotating member for the Executive Committee and will be available from January 8<sup>th</sup>, 2025 through February 11<sup>th</sup>, 2025.
- g. Information Technology:**

Jim explained he has noticed some anomalies within the CSWD camera system and he plans to reach out to Hayden Alworth (Computer Kernel) to investigate. The problems are non-repetitive and have been hard to identify. He will also have Hayden work on the domain issues within the network.
- h. Reports of Officers:**

Special thanks to Larry & Lisa Dasenbrock, who hosted a holiday celebration brunch for the board members and employees. This holiday brunch has become a yearly tradition and the district is very grateful for their involvement.

**12. OLD BUSINESS:**

- **Baker Creek Plant Project Update:**

Jim explained the DWRP loan has been approved and that up to \$811k could be forgiven. The loan was promised at an interest rate of 2.5% for 20 years. Jim has calculated the future costs and engaged

with Bart Miller of CCWU to review loan documents. He gave an update on the project cost to date. He plans to meet with GMS to review the installation drawings and necessary changes from CDPHE. Board discussion included moving forward with the loan application. He would like to have a special meeting to go over loan details.

**Jim Alt made a motion to approve the payment of GMS Invoice No 10, in the amount of \$5,097.30. Chris Smith seconded the motion. All in favor. Motion carried, 5/0.**

- **Discuss and Approve CSWD Official Holiday's:**

Board Members reviewed the proposed Holiday schedule. Larry asked if anyone had changes or additions. There were none.

**Steven Davis made a motion to approve the CSWD Official Holiday schedule as presented. Chris Smith seconded the motion. All in favor. Motion carried, 5/0.**

- **Discuss 2025 Official Board Meeting Times and Location:**

Board members mentioned weather delays could cause issues for the winter meeting start times. Larry proposed changing the start time from 9:00 am to 1:00 pm for the meetings that occur during the winter months. Meeting held in November through April will have a delayed start and begin at 1:00pm. The Official Board meeting Times and Locations will be approved via the following Resolution.

- Approve Resolution 2025-01

**Steven Davis made a motion to approve Resolution 2025-01 Posting of Meeting's, as discussed. Chris Smith seconded the motion. All in favor. Motion carried, 5/0.**

- **Muni-Link Utility Billing Proposal:**

Terry provided a recap regarding the utility billing system and explained the agreement has been signed. The first payment of \$7500 is due within 30 days.

### **13. NEW BUSINESS**

- **Plan 2025 Executive Committee Calendar:**

Board members will continue on the same rotation as 2024. Chris Smith will be designated for January and February 2025. CSWD staff will provide a new calendar print out at the next board meeting.

### **14. Executive Session Pursuant to C.R.S. §24-6-402**

Executive Session was not entered

### **15. Adjournment:**

**Chris Smith made a motion for an adjournment of today's meeting. Jim Alt seconded the motion. All in favor. Motion carried, 5/0. The meeting was adjourned at 2:21 pm. The next regular board meeting will be held on February 12th, 2025 at 1:00 pm.**

\_\_\_\_\_  
Larry Dasenbrock-President

\_\_\_\_\_  
Chris Smith-Vice President

\_\_\_\_\_  
Jim Alt – Treasurer

\_\_\_\_\_  
Ron Barbee – Director at Large

\_\_\_\_\_  
Steven Davis – Secretary