

**CUCHARAS SANITATION AND WATER DISTRICT (CSWD)**  
**16925 STATE HIGHWAY 12**  
**CUCHARA, COLORADO 81055**  
**Minutes of the Board of Directors Regular Meeting**  
**November 8th, 2024**

**1. Call to Order:**

Larry Dasenbrock called the meeting to order at 9:03 am

**2. PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was led virtually by Larry

**3. ROLL CALL:**

Larry Dasenbrock: Present via Telecom

Jim Alt – Present via Telecom

Steven Davis- Present via Telecom

Ron Barbee- Present via Telecom

Chris Smith – Present via Telecom (arrived during the review of Treasurer’s report)

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

**Visitors present:** None

**4. Approval of Agenda:**

Larry asked if there were changes or additions to today’s agenda. There were none.

**Jim Alt made a motion to approve the November 8<sup>th</sup>, 2024 Regular Board meeting agenda as *presented*. Ron Barbee seconded the motion. All in favor. Motion carried, 4/0.**

**5. MINUTES CORRECTION AND APPROVAL: October 11<sup>th</sup>, 2024 Regular Meeting Minutes:**

Board members reviewed the October 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.

**Jim Alt made a motion to approve the October 11<sup>th</sup>, 2024 Regular Meeting Minutes as *presented*.**

**Steven Davis seconded the motion. All in favor. Motion carried, 4/0. Chris Smith was not yet present to vote.**

**6. MINUTES CORRECTION AND APPROVAL: October 10<sup>th</sup>, 2024 Work Session Meeting Minutes (Britton Pond Flow Measurement):**

Board members reviewed the October 10<sup>th</sup>, 2024 Work Session Meeting Minutes prior to today’s meeting. Larry asked if there were any changes or additions. There were none.

**Jim Alt made a motion to approve the Work Session Meeting Minutes from October 10<sup>th</sup>, 2024 as *presented*. Ron Barbee seconded the motion. All in favor. Motion carried, 4/0.**

**7. Treasurer’s Report -Review & Approval of October 2024 Treasurer’s Report (Vice President Chris Smith Arrived.**

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. Operating Expenditures were 8% over budget year to date through October and net income (not including county revenue) was slightly under budget. Jim explained capital income looked good and to expect Baker Creek reimbursements. Terry gave an update

regarding repairs and maintenance. Terry and Julia plan to meet to discuss how to book items such as Professional Services and repairs within the accounting program, QuickBooks.

**Jim Alt made a motion to approve the October 2024 Treasurer's Report as *presented*. Ron Barbee seconded the motion. All in favor. Motion carried, 5/0.**

- **Jim Alt provided a brief update regarding the proposed budget for 2025. Jim explained he and other members of the Budget Committee plan to meet again in early December to fine tune some items. The Budget Hearing will be held on December 6<sup>th</sup>, 2024 and at that time CSWD will also hold a public Rate Increase Hearing. Jim plans to put together a presentation to show the public the justifications for the rate increase. The biggest drivers being the loan covenant requirements and the aging infrastructure within the district.**

## **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**

Terry provided a brief update regarding happenings in the field. He provided water production data. Bio solids land application has been completed. Terry and the field workers have located valves and water service lines at the Wastewater Treatment Plant for potable water. Terry explained he has been working with CDOT regarding a culvert at 16385 State Hwy 12. CDOT broke the sewer line and would like to abandon the culvert all together. It is plugged and not functioning. Terry is going over options pending the outcome from CDOT. Terry explained that CSWD assisted the town of La Veta with winterizing their drainage system. The annual water sampling has been completed for lead and copper, Disinfection By products, IOC's and VOC's. All the results were satisfactory. Terry provided an update on new meters that have been installed and informed the board all but 4 hydrants that have been flushed for this year's goal.

### **b. Administrator Report: Reported by Julia Shrout**

Julia provided an update and explained she has been obtaining quotes for a new phone system provider. She is working with Jade Communications to plan an installation schedule for spring. She mentioned that Jade Communications is much cheaper than CenturyLink. The district could save up to \$300 per month.

has been working on making sure the Cuchara.org website is ADA compliant and will continue to show Terry and Kristan how to correct items on the website as needed. She also mentioned that the loan payment has been made as of November, 1<sup>st</sup> 2024.

### **c. Water Stewardship Committee Report:**

Kristan attended the HCWCD meeting held on November 25<sup>th</sup>, 2024 in Walsenburg, Co. Kristan provided gage totals for river flows and explained the Conservancy District has a couple new board members. There are no new updates regarding the design phase for Maria Stevens. Kristan will plan to attend the next meeting on December 9<sup>th</sup>, 2024.

### **d. Legal Case Updates**

Board members reviewed an email update from Stuart Corbridge of Vranesh and Raisch. Stuart advised the board there are no new cases and no action is needed at this time. Stuart requested board members and Jim Berg come to his office in Boulder to visit with him to wrap the EQR research and discuss the Ballejos Ditch Exchange process. Jim Alt hopes to include DiNitale water engineers during this visit. Jim Alt will follow up with other board members to schedule a meeting.

### **e. Personnel Committee: Nothing to Report**

### **f. Executive Committee Calendar:**

Jim will be the rotating member for the Executive Committee and will be available from November 8<sup>th</sup>, 2024 through December 9<sup>th</sup>, 2024.

### **g. Information Technology:**

Kristan Lowe and Julia Shrout reported laptop difficulties while working from home. The VPN caused issues when both employees tried to access the CSWD Shared Drive information. Jim will make Hayden (Computer Kernel) aware.

**h. Reports of Officers:**

Larry invited all board members, employees and spouses to attend a holiday party and breakfast on December 19<sup>th</sup>, 2024. The breakfast will begin at 8:30 am.

**10. OLD BUSINESS:**

• **Baker Creek Plant Project Update:**

Jim explained GMS has submitted the final design for the Baker Creek facility. He mentioned phase 1 included the filter package itself, and phase 2 is the actual implementation into the refurbished plant. The complete design has been received by CDPHE. Jim expects the final plant design approval 4 months from October 4<sup>th</sup>, 2024. GMS surveyed the new diversion and the inside of the building. Jim reviewed the most recent GMS invoice, No. 10. He gave a breakdown of the invoiced amounts and board members gave Larry the okay to sign the invoice and also instructed Julia to write the check. Jim reiterated that CSWD is expecting reimbursements from GMS for some of these costs. Terry is continuing to work on obtaining an electrical inspection and mentioned that materials have been purchased.

**Jim Alt made a motion to allow Larry Dasenbrock as CSWD Board President to sign GMS Invoice No. 10 in the amount of \$25,139.70. Ron Barbee seconded motion. All in favor. Motion carried, 5/0.**

• **2024-05 Resolution calling for the 2025 Regular District Election and Appointing a Designated Election Official – NOTHING TO REPORT**

Board members reviewed the 2024-05 Resolution draft and determined the draft was incomplete. Kristan and Julia will reach out to board members for more comments and present this resolution at the December 11<sup>th</sup>, 2024 board meeting.

• **Future Board Meeting Schedule**

Board members mentioned weather delays could cause an issue for the meeting start times. Larry proposed changing the start time from 9:00 am to 1:00 pm for the meetings that occur during November to March. Ron reminded the staff to update the website and DOLA with any meeting date or time changes.

**Larry Dasenbrock made a motion to approve the meeting start dates for Dec thru March to be changed from 9:00 am to 1:00 pm as discussed. Jim Alt seconded the motion. All in favor. Motion carried, 5/0.**

**Steven Davis made a motion to rescind the previous motion as discussed and to instead make a motion to change the December 13<sup>th</sup>, 2024 Regular Board meeting from December 13<sup>th</sup>, 2024 to December 11<sup>th</sup>, 2024 to start at 1:00 pm as previously discussed. Ron Barbee seconded the motion. Board members will address January, February and March start times at the December 11<sup>th</sup>, 2024 meeting. All in favor. Motion carried, 5/0.**

**11. NEW BUSINESS**

• **Muni Link Utility Billing Proposal**

Terry provided an explanation regarding the utility billing software and the problems staff are facing with using Caselle for billing processes. Terry and office staff have been obtaining quotes from other providers. Muni Link Utility Software offers items that Caselle is lacking. Such as the system integrating with QuickBooks and complete website management. Kristan provided board members with documents covering the Muni Link features and board members asked that

Kristan provide a cost analysis for how it will benefit the district. Board members will wait to vote until they have a chance to review the quote with the savings presented.

- **Plan End of Year Requirements:**

Jim presented a document detailing all near-term statutory filings and their due dates. He encouraged the staff to familiarize themselves with the process and to be sure to update DOLA right away. Julia is aware of the deadlines and didn't mention any reason why the district couldn't adhere to the dates listed.

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

Executive Session was not entered

**13. Adjournment:**

**Jim Alt 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 11:27 am. The next regular board meeting will be held on December 11<sup>th</sup>, 2024 at 1:00.**

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Larry Dasenbrock-President

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Chris Smith-Vice President

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Jim Alt – Treasurer

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Ron Barbee – Director at Large

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Steven Davis – Secretary