

CUCHARAS SANITATION AND WATER DISTRICT (CSWD)  
16925 STATE HIGHWAY 12  
CUCHARA, COLORADO 81055  
Regular Meeting Minutes of the Board of Directors  
June 14th, 2024

1. **Call to Order:**

Larry Dasenbrock called the meeting to order at 9:00 am

2. **PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was led by Larry Dasenbrock

3. **ROLL CALL:**

Larry Dasenbrock: Present

Jim Alt – Present

Steven Davis-Present

Ron Barbee- Present

Chris Smith – Present

**Staff present:** Terry Sykes & Kristan Lowe

**Visitors present:** Judy Moore & John Robinson, sign in sheet available upon request

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 June 14<sup>th</sup>, 2024 Regular Board meeting agenda as presented. Steve Davis seconded the motion. All in favor. Motion carried, 5/0.**

5. **MINUTES CORRECTION AND APPROVAL: May 13<sup>th</sup>, 2024 Regular Meeting Minutes:**

Board members reviewed the May 13<sup>th</sup>, 2024 Regular Meeting Minutes draft prior to today's meeting. Larry Dasenbrock asked if there were any changes or additions. Larry Dasenbrock pointed out that the number of members in favor of the Adjournment motion was incorrect. The 5/0 motion carried has been changed to 3/0.

**Ron Barbee made a motion to approve the May 13<sup>th</sup>, 2024 Regular Meeting Minutes as amended. Steven Davis seconded the motion. All in favor. Motion carried, 5/0.**

6. **Discuss and Approve May 2024 Treasurer's Report:**

Jim Alt gave an update and provided a copy of the financial reports. He reviewed operating income, operating expenditures, capital expenditures and the CSWD debt reserve accounts. Jim explained there has been a backfill of revenue received from the county that has boosted expected revenue. Jim plans to meet with Debbie Reynolds the Huerfano County Treasurer, to get a more information of the property tax reimbursements. Jim also advised the board the outstanding balance owed by Huerfano Tel has been paid. The director's fees will be paid in June. Jim pointed out the debt service account balance was lower than normal and that this was due to a large loan payment made in May. Jim requested the staff continue to audit the water and sewer customer totals and requested that a report of all delinquent customers be provided at the next board meeting. The line item for salaries is higher due to a new employee being added to the staff payroll.

**Ron Barbee made a motion to approve the May 2024 Treasurers Report as presented. Chris Smith seconded the motion. All in favor. Motion carried, 5/0.**

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

8. **Reports of Officers 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 explained to the board that he submitted the annual water quality report for 2023 with one violation noted. November report submitted one day late. All other samples were in good standing. Terry mentioned the new meter install and audit of meters is still in progress. He attended a half day training session regarding CDPHE required sanitary surveys. Terry is working on reviewing the Rules and Regulations document and will provide his mark ups at a future meeting. He also

provided an update regarding the lift station in Pinehaven. One pump failed completely the other pump is under performing. Terry ordered a new pump that will arrive next week. They plan to install the new pump then evaluate the other two. The pumps are nearly 20 years old and a new pump costs 11k. The pump has a high level beacon alarm that will allow weekly monitoring. Terry also provided an update regarding the possible new development for the Resort subdivision. He said the owner Mark Lancaster has advised him a new survey was to be completed to reconfigure the related lots within Panadero Filing 3. PH probe has been replaced at the Spanish Peaks water treatment plant.

**b. Administrator Report: Reported by Julia Shrout, Detailed Report**

Julia Shrout was absent from today's meeting but provided a hand out for board members to review. The attachment is available upon request. The handout included information regarding a recent conference Julia attended regarding Designated District Election Officials. Julia has also been working with Terry Sykes to complete the inventory lists for the audit. The audit is due July 31<sup>st</sup>, 2024.

**c. Water Stewardship Committee Report:**

Nothing new to report. Larry Dasenbrock asked for a volunteer to attend the June 17<sup>th</sup>, 2024 meeting that will be held at the Walsenburg Housing Authority at 6:00pm. Kristan Lowe volunteered to attend and will provide feedback at the July board meeting.

**d. Legal Case Updates**

Board members reviewed an email update from Stuart Corbridge of Vranesh and Raisch. Stuart advised the board there is no action needed at this time. There are no new cases to report.

**e. Personnel Committee:**

Tanner Sporcich first day as a field operator was June 3<sup>rd</sup>, 2024. Tanner brings his C license in water treatment and plans to obtain his B before the end of the year. Tanner Sporcich will be the on call technician during the Independence Day holiday.

**f. Executive Committee Calendar:**

Steven Davis will be the rotating member for the Executive Committee and will be available from June 14<sup>th</sup>, 2024 through July 12<sup>th</sup>, 2024.

**g. Information Technology Update:**

Larry Dasenbrock mentioned he keeps receiving spam emails and warned others not to open mail from unknown senders.

**• Reports of Officers: Nothing to Report**

**10. OLD BUSINESS:**

**• Baker Creek Plant Project Update:**

Terry Sykes and Jim Alt provided updates. GMS provided a document that captures project costs and details compared to the budget. There is a pay request for \$13,623.61 for services rendered. Jim also reviewed the contribution and grant totals from the DWRP.

**• Discuss Bids for Baker Creek Project**

Terry reported the PFAS sampling came back negative. Board members reviewed bids from both Filter Tech and H2O Innovations. Filter Tech's bid was more appealing and board members agreed to move forward with their bid.

**Jim Alt made a motion to authorize GMS to proceed with Filter Tech to finalize water filtration filter as discussed. Chris Smith seconded the motion. All in favor. Motion carried, 5/0.**

**Jim Alt made a motion to approve the payments for invoice No. 4, 5, & 6 and make the payment of \$13,623.61 as discussed. Steven Davis seconded the motion. All in favor. Motion carried, 5/0.**

**• CSWD Safety & Security Update:**

Terry Sykes mentioned the new gates have been installed at both the Spanish Peaks water plant and the wastewater plant. There is one more gate to install at the water treatment plant.

**• Little Creek Discussion:**

Board member Jim Alt explained a few inquiries have come in to the district asking why the Little Creek area was dry. Jim Alt did some research and found that CSWD apparently bears no responsibility for Little Creek since 1999. Agreements were signed that releases the district's obligation. It is up to the owner of

that property to ensure the diversion stays clear. Stuart Corbridge will look into the archives further to confirm.

- **Paymentus Feed Progress**

Kristan Lowe provided a brief update and explained she is working with Paymentus to provide a more detailed quote. Paymentus will need our IT help, Hayden Alworth to review the demo portal to ensure the data needed can be shared when requested.

## 11. NEW BUSINESS

- **Audit Discussion – Inventory – Haynie & Company:**

Terry Sykes explained the audit company notified the board of a discrepancy regarding the district's inventory. Items were not counted correctly in previous years resulting in significant change to the 2023 inventory value. Jim Alt explained there was a challenge to the 2022 audit and he will look to see if the State's audit reviewer sees this as a problem.

- **ADA Compliance – House Bill 21-1110, Technology Accessibility Standards**

Jim Alt consulted with Bart Miller of Collins, Cole, Flynn, Ulmer, PLLC and was advised the deadline for compliance has been extended to July 1<sup>st</sup>, 2025. Jim Alt suggested a working group to go over the ADA Compliance details specific to the Cuchara.org website. Kristan, Jim Alt, Terry Sykes, and Steven Davis will work as a group to come up with a resolution.

- **Salary Increase Discussion**

Larry, Terry and Jim Alt met to discuss midyear merit increases. The increases were given at mid-year because the staff had previously been awarded end of year bonuses. The board at that time decided to stagger the merit increases. Jim Alt recommended the pay increase take effect on June 29<sup>th</sup>, 2024 payroll period. Jim Alt provided a document that reflects the proposed increases and all board members agreed to move forward. They discussed the effects to the budget and Jim plans to provide a cost projection at the next board meeting.

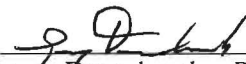
**Jim Alt made a motion to approve the merit increases as discussed. Chris Smith seconded the motion. All in favor. Motion carried, 5/0.**

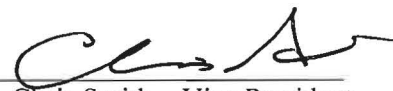
## 12. Executive Session Pursuant to C.R.S. §24-6-402

Executive Session was not required

## 13. Adjournment:

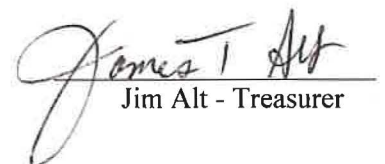
**Steven Davis made a motion for an adjournment of today's meeting. Chris Smith seconded the motion. All in favor. Motion carried, 5/0. The meeting was adjourned at 11:23 am. The next regular board meeting will be held on July 12<sup>th</sup>, 2024.**

  
Larry Dasenbrock – President

  
Chris Smith – Vice President

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Ron Barbee – Director at Large

  
Steven Davis

  
Jim Alt - Treasurer

