

CUCHARAS SANITATION AND WATER DISTRICT (CSWD)
16925 STATE HIGHWAY 12
CUCHARA, COLORADO 81055
Minutes of the Board of Directors Regular Meeting C.R.S 32-1-903
December 11th, 2024

1. Call to Order:

Larry Dasenbrock called the meeting to order at 1:04 pm

2. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Larry Dasenbrock

3. ROLL CALL:

Larry Dasenbrock: Present via telecom

Jim Alt – Present

Steven Davis- Present

Ron Barbee- Present

Chris Smith – Present

Staff present: Terry Sykes, Julia Shrout & Kristan Lowe

Visitors present: None

4. Approval of December 11th, 2024 Regular Board Meeting Agenda:

Larry asked if there were changes or additions to today's agenda. Jim asked that the resolution items be moved to after the New Business discussion. Jim requested we add an additional item to New Business to approve the 2025 proposed budget. Changes were made to the agenda during today's meeting. An amended copy is available upon request and has been shared to the district website.

Steven Davis made a motion to approve the December 11th, 2024 Regular Board meeting agenda as amended. Ron Barbee seconded the motion. All in favor. Motion carried, 5/0.

5. MINUTES CORRECTION AND APPROVAL: November 8th, 2024 Regular Meeting Minutes:

Board members reviewed the November 8th, 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 November 8th, 2024 Regular Meeting Minutes as presented.

Steven Davis seconded the motion. All in favor. Motion carried, 5/0

6. Treasurer's Report -Review & Approval of November 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 went over a cost breakdown for the Baker Creek project and mentioned some reimbursements are pending. The sewer fee revenue is still lagging and may have been over budgeted. CSWD staff will continue to research sewer accounting. 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. Operating Expenditures were 8% over budget for November and net income was under budget.

Ron Barbee made a motion to approve the November 2024 Treasurer's Report as presented. Steven Davis seconded the motion. All in favor. Motion carried, 5/0.

7. Public Forum: Nothing to Report

8. 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 production is the lowest of the year. Terry reminded the board of the required tank inspection is due. The tires on the backhoe have been replaced. Repairs are being done on the pole barn. GIS mapping system is working on adding finished, tested and flushed hydrants to the map. Terry provided an update regarding audit inventory and snow making numbers.

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. Julia mentioned the auditor is requesting to meet with the CPA to view the CSWD inventory and to view construction progress. Julia mentioned she attended a webinar by the SDA regarding 2025 statutory filings. Julia 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 9th, 2024 due to inclement weather. There are no new updates regarding the design phase for Maria Stevens. Kristan will plan to attend the next meeting on January 27th, 2025. The conservancy held their holiday gathering on December 11th, 2024 and Kristan was grateful to attend.

d. Legal Case Updates

Board members reviewed an email update from Stuart Corbridge of Vranesh and Raisch. Stuart advised the board there is a new case, 2024CW3044 out of La Veta regarding a due diligence application. No action is needed at this time. Stuart requested board members come to his office in Boulder to visit with him and Jim Berg to wrap the EQR research and the Ballejos Ditch Exchange process. Jim Alt hopes to include DiNatale. Ron, Jim and Terry plan to meet with Stuart in Boulder at his office on December 30th, 2024. Jim Alt will provide the invite.

e. Personnel Committee: Nothing to Report

f. Executive Committee Calendar:

Ron will be the rotating member for the Executive Committee and will be available from December 11th, 2024 through January 8th, 2025.

g. Information Technology:

Jim explained the CSWD cameras systems need maintenance and that he 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 19th, 2024. The breakfast will begin at 11:00 am.

9. 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 will calculate future costs and engage with Bart Miller of CCFWU to review loan documents.

Jim Alt made a motion to allow him to proceed with loan document review with Bart Miller of CCFWU. Ron Barbee seconded the motion. All in favor. Motion carried, 5/0.

• **Future Board Meeting Schedule:**

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.

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

Terry provided a recap regarding the utility billing system. The prices for Muni-Link increase in 2025 and Terry encouraged the board to make a decision before the price goes up. The board would like to view a Muni-Link demo and asked that Terry schedule a call. Jim and Steven plan to attend the demo. Terry will coordinate the call with Muni-Link.

10. NEW BUSINESS

• **Approval of Amended 2024 Budget**

Jim Alt provided an updated copy of the 2024 budget and explained changes were necessary due to different actuals being accounted for. The board will meet again to vote on the amended budget on

December 27th, 2024. Julia will make sure the publication for the budget hearing is posted in the World Journal.

- **Discuss & Approve Staff Bonuses for 2024**

Jim provided a document detailing the proposed bonus amounts for 2024. Board members agreed with the amounts listed. Terry Sykes to receive \$1000. Julia Shrout, Kristan Lowe, Laurence Burgess and Glenn Hillis will receive \$875 and new hire Tanner Sporcich will receive \$500.

Jim Alt made a motion to approve the 2024 employee bonuses as discussed. Steven Davis seconded the motion. All in favor. Motion carried, 5/0.

- **Approve 2025 CSWD Regular Board Meetings Schedule**

This item is usually handled during the first board meeting of the year. Larry suggested this be tabled until the January meeting. At that time they will approve a resolution for the proposed meetings per the SDA guidelines.

- **Approve 2025 Official Holidays**

This item will be tabled until the January 2025 Regular Board meeting

- **Approve 2025 Budget**

Board members reviewed the proposed budget earlier in the meeting. Jim reiterated the big items such as the Baker Creek project and explained some of the capital income and expense details.

Ron Barbee made a motion to accept the 2025 Budget as previously discussed. Steven Davis seconded the motion. All in favor. Motion carried, 5/0.

11. Resolutions

- **2024-05 Resolution calling for the 2025 CSWD designated Election Official**

Julia explained she has been attending webinars put on by the SDA and has a compliance calendar handy to ensure the district is ready for the May 2025 election. Julia provided a status update on all board member's terms and the call for nominations deadline.

- **2024-06 Resolution Increasing Certain Water & Wastewater Service Rates, Tap Fees - Changes to Appendix A**

Larry Dasenbrock reiterated the changes to Appendix A and board members reviewed a red lined copy provided by Jim. Board members all reviewed the Resolution details and a copy has been prepared for the Steven Davis to sign. The board met on December 6th, 2024 during a public hearing to discuss the proposed rates for 2025. CSWD staff have placed the new appendix A to the Rules and Regulation's on the www.cuchara.org website and a letter will be mailed to all customers to advise them of the change. Customers will also receive an email with this information.

Jim Alt made a motion to approve Resolution 2024-06 Resolution Increasing certain water and wastewater service rates, tap fees and other changes listed on Appendix A as previously discussed. Steven Davis seconded the motion. All in favor. Motion carried, 5/0.

- **2024-07 Resolution: Summarizing Expenditures and Revenues – Adopt 2025 Budget**

Board members reviewed the resolution document provided in the board member packets. The board met on December 6th, 2024 during a public hearing to discuss the proposed budget for 2025.

Jim Alt made a motion to approve Resolution 2024-07: Summarizing Expenditures and Revenues adopting the 2025 budget as discussed. Steven Davis seconded the motion. All in favor. Motion carried, 5/0.

- **2024-08 Resolution Appropriating Sums of Money**

Board members reviewed the resolution document provided in the board member packets. Jim and Julia confirmed the information and amounts listed.

Jim Alt made a motion to approve the Resolution 2024-08 Appropriating Sums of Money as discussed. Ron Barbee seconded the motion. All in favor. Motion carried, 5/0.

- **2024-09 – Certify Set Mill Levies**

Board members reviewed the resolution document provided in the board member packets. Jim and Julia confirmed the information and amounts listed.

Jim Alt made a motion to approve Resolution 2024-09 to Set Mill Levies as discussed. Ron Barbee 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 entered

13. Adjournment:

Steven Davis 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 3:57 pm. The next regular board meeting will be held on January 8th, 2024 at 1:00.

Larry Dasenbrock-President

Chris Smith-Vice President

Jim Alt - Treasurer

Ron Barbee - Director at Large

Steven Davis - Secretary