

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

1. **Call to Order:**

Larry Dasenbrock called the meeting to order at 10:25 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 via Telecom

CHRIS SMITH-Present

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

**Visitors present:** None

4. **Approval of Agenda:**

Larry Dasenbrock asked if there were any changes or additions to today's agenda. Jim Alt requested the agenda be amended to reflect the start time of 10:25 am. The receptionist, Kristan Lowe corrected the agenda as requested during today's meeting. The meeting start time of 9:00 am was modified to 10:25 am due to inclement weather.

**Jim Alt made a motion to approve the January 8<sup>th</sup>, 2024 Regular Board meeting agenda as amended. Steven Davis seconded the motion. All in favor. Motion carried, 5/0.**

5. **MINUTES CORRECTION AND APPROVAL: December 7<sup>th</sup>, 2023 Work Session Minutes:**

Board members reviewed the December 7<sup>th</sup>, 2023 Work Session Meeting Minutes provided in the board meeting packets. Larry Dasenbrock asked if there were any changes or additions. There were none.

**Steven Davis made a motion to approve the December 7<sup>th</sup>, 2023 Work Session Meeting Minutes as presented. Jim Alt seconded the motion. All in favor. Motion carried, 5/0.**

6. **MINUTES CORRECTION AND APPROVAL: December 8<sup>th</sup>, 2023 Regular Meeting Minutes:**

Board members reviewed the December 8<sup>th</sup>, 2023 Regular Meeting Minutes draft prior to today's meeting. Larry Dasenbrock asked if there were any changes or additions. There was a change made to the first bullet item of Section 10. The change was made to reflect that Trevis Smith was no longer employed by GMS. Receptionist Kristan Lowe made the corrections during today's meeting.

**Steven Davis made a motion to approve the December 8<sup>th</sup>, 2023 Regular Meeting Minutes as Amended. Steven Davis seconded the motion. All in favor. Motion carried, 5/0.**

7. **Discuss and Approve November 2023 Treasurer's Report**

Jim Alt provided an update for the Treasurer's Report through December 2023. He reviewed the financial documents and gave the board members a chance to ask questions. Jim then provided an overview of the cumulative items through December and went over pages 1 & 2 of the treasurer report documents. Jim Alt updated the board regarding the Drinking Water Revolving Fund grant for the Baker Creek project. He mentioned the checking balances were up and that the debt services account is increasing again after the recent loan payment. Jim Alt showed on accumulative that the revenue from property taxes was lagging. Board members discussed sewer fees and how they are allocated in the Treasurer's Report. Jim Alt and Julia Shroust plan to meet to discuss year end items.

**Steven Davis made a motion to accept the December 2023 Treasurer's Report as presented. Jim Alt seconded the motion. All in favor. Motion carried, 5/0.**

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**

General Manager Terry Sykes provided an update regarding happenings in the field. There is no action needed by the board at this time. Terry recapped the Panadero Ski Corporation agreement and lease details. He also updated the board regarding CDPHE notices. Terry explained the samples were abnormal for TSS removals. He doesn't expect any fines or penalties. Also, he is working on resolution for the contact chamber access points.

b. **Administrator Report: Reported by Julia Shroust, Detailed Report Attached**

Board members discussed estimates and auditor candidates. Julia Shroust expressed she felt most comfortable with the CPA from Haney & Co, Christine McLeod. Christine has worked with Special Districts in the past and is looking forward to a long term relationship. The district will work with her on a yearly basis. An agreement will be signed with no term commitment. Christine quoted Julia up to 14K.

**Jim Alt made a motion to accept the proposal from Haney & Co for the 2023 CSWD required yearly audit. Chris Smith seconded the motion. All in favor. Motion carried, 5/0.**

**11:40 am, Larry Dasenbrock called for a 5 minute recess and restroom break.**

**11:45 am, Larry Dasenbrock reconvened the meeting.**

**c. Water Stewardship Committee Report: Nothing to report,**

Jim Alt mentioned the HCWCD is having their budget meeting today and that he wouldn't be attending. He plans to review their minutes and report back. Jim Alt mentioned the meetings are always held on the 4<sup>th</sup> Monday of the month at the city building located at 200 Russell Ave. in Walsenburg.

**d. Legal Case Updates**

Jim Alt explained that there are no new cases or applications and no action is needed by the board at this time. Stuart Corbridge of Vranesh & Raisch hadn't sent the monthly case update in time to review for today's meeting since he was not apprised of the January meeting date.

**e. Rules and Regulations Committee report:**

The committee plans to regroup in early 2024 to resume R&R edits.

**f. Personnel Committee:**

Ron Barbee, Larry Dasenbrock and Terry Sykes met with field worker Laurence Burgess to complete his 90 days performance review. Laurence has proven himself to be a dedicated and valuable asset to the CSWD staff. He has successfully completed his 90 days review and will continue to pursue his Level D wastewater license. Ron and Larry also met with General Manager, Terry Sykes for an employee evaluation and confirmed Terry has successfully completed his probationary period.

**g. Information Technology Update:**

Jim Alt explained there has been trouble with the Cuchara mail log in and that he and Hayden Alworth have determined the problem. Chris Smith reported not being able to access the district email via his mobile phone. Kristan Lowe will reach out to Hayden following today's meeting to assist with resolving the log in issue for Chris.

**• Reports of Officers:**

Nothing to Report

**10. OLD BUSINESS:**

**• Baker Creek Plant Project Update:**

Jim Alt explained we are waiting on CDPHE to approve the design phase for the filtration part of the project. There is a new contact at GMS, Trevis Smith is no longer employed with GMS

**• Auditor Estimates**

Julia Shroul covered this during her Administrative Report on section 9B.

**• Electronic Billing & Paymentus - CSWD Customer Portal:**

Steven Davis created a text file from data provided by the Caselle Utility Billing software. Kristan Lowe will share the text file with Paymentus to see if this will work. Kristan will also request assistance from Hayden Alworth to automate the report so that the data sent from Caselle is converted automatically before forwarding to Paymentus.

**11. NEW BUSINESS**

**• Discuss and Approve CSWD Budget for 2024:**

Board members reviewed the proposed budget provided in board member packets. Jim Alt reviewed projections and year end information. Jim Alt indicated the capital items are aggressive but necessary. Board members discussed employee bonuses. The 2024 budget is adopted via Resolution 2024-01, motion below.

**• Resolution 2024-01: Summarizing Expenditures and Revenues – Adopt 2024 Budget:**

Board members reviewed the budget draft and thanked Julia Shroul and Jim Alt for their efforts. Larry Dasenbrock asked if there were any changes or additions. There were none.

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

**• Resolution 2024-02: Appropriate Sums of Money:**

Larry Dasenbrock recited the resolution and asked if there were any changes or additions. There were none. Jim Alt explained the balances and explained it is broken up into 3 parts. General/Government, water & sewer fund columns.

**Chris Smith made a motion to approve Resolution 2024-02 Appropriate Sums of Money as presented. Steven Davis seconded the motion. All in favor. Motion carried, 5/0.**

**• Resolution 2024-03: Set Mill Levies:**

Larry Dasenbrock recited the Resolution and asked if there were any changes or additions. There were none. Jim Alt gave a brief explanation regarding reduced evaluations from the county and advised everyone that valuations for our

district have gone down. Jim Alt provided arithmetic explanations for how the 8.094 Mil Levy results in tax payments from the county.

**Steven Davis made a motion to approve Resolution 2024-03 as presented. Chris Smith seconded the motion. All in favor. Motion carried, 5/0.**

- **Executive Committee Calendar Update:**

Board members discussed the 2024 executive committee members. Chris Smith will serve with Larry Dasenbrock and Terry Sykes for the month of February 2024.

- **2023 Employee Bonus Compensation Discussion:**

Larry Dasenbrock provided a brief update and explained he, Jim Alt and Terry Sykes propose the following bonus compensation:

Terry Sykes to receive \$800, Glenn Hillis to receive \$1500, Julia Shrou to receive \$800, Kristan Lowe to receive \$1100 and Laurence Burgess to receive \$800. Terry Sykes declined to accept his bonus and asked that his bonus earnings be distributed evenly amongst the 4 employees listed. Board member agreed and requested that Julia Shrou issue bonus checks at the next payroll event.

Final Bonus amounts are, Terry Sykes \$0, Glenn Hillis \$1700, Julia Shrou \$1000, Laurence Burgess \$1000 and Kristan Lowe, \$1300.

**Jim Alt made a motion to accept the employee bonus compensation as discussed. Chris Smith seconded the motion. All in favor. Motion carried, 5/0.**

**12. Adjournment:**

**Jim Alt 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 12:50 pm.**

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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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Steven Davis: Secretary

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Ron Barbee: Director at Large