

Cordry Sweetwater Conservancy District  
Water Commission Meeting Minutes  
March 10, 2022  
At CSCD Office & Via Phone

**\*\*\*These minutes are not official until approved by the Water Commission\*\*\***

**Present:** K. Brasseur, A. VonHoven (CSLOA), A. Parris (via phone), T. Kuhn (via phone)      **Absent:** D. Caudill

**Guests:** Nick Johann (CSCD)

**Call it order:** K. Brasseur called the meeting to order at 5:18 p.m.

**Agenda Modifications:** Aaron indicated that per CSCD Board policy all CSCD Commissions should have officers. After discussion it was determined that the Water Commission officers for 2022 show be as follows: Chairperson: Ken Brasseur, Vice-Chairperson: Denise Caudill, Secretary: Aaron Paris.

**Freeholder Concerns:** None

**Approval of Minutes:** The minutes from the February 10, 2022 meeting were reviewed. **Motion to approve minutes made by T. Kuhn, seconded by A. VonHoven. Motion passed unanimously.**

**Financials:** Financials through February 28, 2022, were reviewed. There was brief discussion about cash that could be available to use as matching funds for a SRF grant. Although there currently is about \$118,000 of cash on hand, we will need to consult with Brittany B., since some of the funds may be restricted as to use.

We also discussed YTD customer water sales (revenue) and water purchased from Princes Lake (cost) for 2022 vs 2021. 2022 YTD sales is \$97,362, purchased is \$39,749 (S:P ratio = 2.45). 2021 YTD sales was \$119,917, purchased is \$33,309 (S:P ratio = 3.60). These numbers indicate that 2022 YTD revenue is 80% of 2021 and cost is 120% of 2021. This is of concern and most likely is due to system water loss but needs future investigation.

Another area of concern are the standpipe & mains maintenance line items (650.1 & 651.1) which appear to be very high YTD. All other areas seem to be inline and reasonable. On 3/10/22 Ken B met with Brittany B, Nick J & Josh B regarding the 2022 budget. Brittany provided a copy of the 2022 total Budget by line item for this meeting (copy attached). Within the next couple of weeks, she will spread the revenue and expense by month to help with our monthly financial reviews. Annual water utility financial reviews are done annually. Formal financial audits are included in the audits done for the entire CSCD, which it is believed will be done in 2022.

**Water Operator Report:** There is no written report this month. Nick J. indicated that there was one leak repaired on Ginkgo Dr.

**Old Business:** Goals for 2022 were further discussed: **1) Disaster Contingency Plan.** It was determined that we developed a "Contingency Plan" in 2018 as part of our major infrastructure project. On 3/4/22 Josh B. updated that plan. However, the plan needs to be expanded. During the discussion, Tom K pointed out that we need to identify & secure vendor(s) for temporary power outages. This is just one example of what should be contained in the plan. It was determined that a work session (outside of the normal meeting) should be scheduled within the next 60 days. **2) File for SWIF matching fund by July 15, 2022.** Josh B has been evaluating data obtained from the newly installed master meters. So far, he has identified at least two areas of concern. He is also contacting the Simson Co to determine the feasibility of pinpointing specific leaks cost-effectively. We need to begin the application process and determine the grant requirements, i.e. are consultants or contractors needed, etc. Ken will contact the SRF regarding the application.

**Long Term Projects:** None

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(Continued)

**New Business: None**

**Water Commission Member Concern/Comments: None**

**Adjournment: Motion to adjourn made by T. Kuhl, seconded by A. Parris, at 6:10 p.m. Motion passed unanimously.**

**Next Meeting: April 14, 2022, at 5:15 p.m. at the CSCD Office**

**Respectfully submitted by: Ken Brasseur**