

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE BACA GRANDE WATER AND SANITATION DISTRICT HELD DECEMBER 9, 2016 at 9:00 A.M.

A Regular Meeting of the Board of Directors (referred to hereafter as “Board”) of the Baca Grande Water and Sanitation District (referred to hereafter as “District”) was held at the office of the District, 57 Baca Grant Way South, Crestone, Colorado.

The meeting was open to the public.

ATTENDANCE

Directors in Attendance:

Michael Scully
Lynn Drake
Matthew Ghourdjian
Martin Macaulay
Robert Salmi

Also in Attendance:

Marcus Law; Law of the Rockies (via speakerphone)
JoAnn Slivka; Administrative Services Manager
Justin DeBon; Operations Manager
See list for other attendees

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Attorney Lock discussed with the Board the requirements pursuant to Colorado law to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. Attorney Lock noted that conflicts were filed for applicable Directors at least 72-hours prior to the meeting. President Scully noted that a quorum was present and requested members of the Board to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting.

ADMINISTRATIVE MATTERS

Agenda:

President Scully reviewed the proposed Agenda for the District’s Regular Meeting with the Board.

*Following discussion, upon motion duly made
by Director Macaulay,
seconded by Director Drake,
and, upon vote, unanimously carried, the Agenda was approved.*

Consent Agenda:

The Board considered the following actions:

- Approve the Minutes from the November 18, 2016 regular meeting
- Approve the November 18, 2016 Financial Statements and Schedule of Cash Position
- Ratify approval of the proposal for the provision of professional services from Special District Solutions, LLC

*Following discussion, upon motion duly made
by Director Ghourdjian
seconded by Director Macaulay
and, upon vote, unanimously carried the Consent Agenda was approved.*

Board and Staff Reports:

The Board reviewed and discussed the staff reports, which are attached hereto and incorporated herein by this reference.

ADMINISTRATIVE MATTERS CONTINUED...

Oath of Office:

Ms. Slivka administered the Oath of Office to Director Robert Salmi.

Board of Director Binders:

Ms. Slivka distributed the new binders to the Board of Directors for their review. The binder is meant to be a consolidated and important organizational resource for the Board of Directors. The binder is the property of the District, loaned to and kept up-to-date by each Board member. When a director leaves the Board, the binder should be turned over to new Board members. Director Macaulay would like to see a document included in the binder that explains the various funds the District uses to budget and report on its financial position.

FINANCIAL MATTERS

Check Register:

The Board considered approval of the check register through the period ending December 9, 2016, as follows:

General Fund	\$ 5,268.83
Debt Service Fund	\$ - 0 -
Capital Projects Fund	\$ 14,822.10
Enterprise Fund	\$ 25,744.67
Total Claims:	\$ 45,835.60

*Following discussion, upon motion duly made
by Director Macaulay,
seconded by President Scully,
and, upon vote, unanimously carried the Check Register was approved.*

Financial Summary:

A financial summary was not presented.

PUBLIC COMMENT

Ron Garcia, Manager, Baca National Wildlife Refuge and Pete Striffler, Hydrologist, U.S. Fish and Wildlife came before the Board for an informal discussion on water rights updates and District changes.

OFFICE ADMINISTRATION

Administrative Follow-Ups:

There was nothing new to report.

OPERATIONS

Operations Report:

Mr. DeBon updated the Board with the news that Chad Tate attended a two week training and successfully tested and received his Class A Driver's License.

Director Drake inquired about the status of staff with job related injuries.

Director Drake also asked for an update regarding the recent event with our gasoline tanks at the shop. Mr. DeBon responded that a Sheriff Deputy did come on site; Mr. DeBon provided the deputy with a video snapshot of the incident.

Director Salmi inquired about the unaccounted water and offered to work with District staff regarding this matter.

CAPITAL IMPROVEMENTS

Flow Equalization Basin Project:

An update on the project was provided in the Engineer's Report.

LEGAL MATTERS

Water Rights Update:

Mr. Lock provided an update on the current status of negotiations; he had a productive conversation with Lori Caramanian, the new lawyer responsible for the sale of water rights to the District.

OTHER BUSINESS

Holiday Work Schedule:

The Board acknowledged the holiday schedule as follows; the District office will be closed December 23 and 26, 2016 for Christmas and December 30, 2016 and January 2, 2017 for the New Year holiday.

EXECUTIVE SESSION

Pursuant to Sections §24-6-402(4)(a), (b), (e)(I) & (f)(I) C.R.S., upon motion duly made by President Scully, seconded by Director Ghourdjian and, upon an affirmative vote of at least two-thirds of the quorum present, the Board convened in executive session at 10:34 A.M. for the purpose of receiving legal advice, as authorized by Sections §24-6-402(4)(a), (b), (e)(I) & (f)(I) C.R.S..

The Board reconvened in regular session at 11:16 A.M.

ADJOURNMENT

*There being no further business to come before the Board at this time, upon motion duly made
by Director Macaulay,
seconded by President Scully,
and, upon vote, unanimously carried, the Meeting was adjourned at 11:19 A.M.*

Respectfully submitted,

By 

Secretary for the Meeting



Baca Grande
Water And Sanitation
District

Baca Grande Water and Sanitation District

P.O. Box 520 | 57 Baca Grant Way S
Crestone, CO 81131-0520


December 9, 2016
Board Meeting

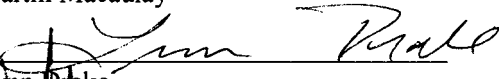
Please print your name, address and contact information along with any issues you are interested in addressing at today's Board Meeting.


Name	Address	Telephone/Email	Would you like to speak?	Issues to be addressed
Eve Stillman	FWS	303-438-8179	Board	water
Ron Garcia	USFWS	719-256-5527	"	"

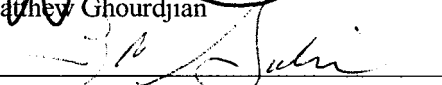
THESE MINUTES ARE APPROVED AS THE OFFICIAL DECEMBER 9, 2016 MINUTES OF THE
BACA GRANDE WATER AND SANITATION DISTRICT BY THE BOARD OF DIRECTORS
SIGNING BELOW:


Michael Scully


Martin Macaulay


Lynn Drake



Matthew Ghourdjian


Robert Salmi

ATTORNEY STATEMENT

Regarding Privileged Attorney-Client Communication

Pursuant to §24-6-402(2)(d.5)(II)(B), C.R.S., I attest that, in my capacity as the attorney representing the Baca Grande Water and Sanitation District, I attended the executive sessions on DECEMBER 9, 2016, for the sole purpose of providing legal advice§24-6-402(4)(b), C.R.S. I further attest that it is my opinion the executive sessions discussion constituted attorney-client privileged communication as provided by §24-6-402(4)(b), C.R.S., and, based on that opinion, no further record, written or electronic, was kept or required by be kept pursuant to §24-6-402(2)(d.5)(II)(B), C.R.S.


Marcus J. Lock
General Counsel
Baca Grande Water and Sanitation District

BACA GRANDE WATER AND SANITATION DISTRICT

Post Office Box 520 - 57 Baca Grant Way South
Crestone, Colorado 81131

NOTICE OF REGULAR MEETING AND AGENDA

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expiration:</u>
Michael Scully	President	2020/May 2020
Martin Macaulay	Vice President	2018/May 2018
Lynn Drake	Secretary	2020/May 2020
Matthew Ghourdjian	Treasurer	2020/May 2020
Vacant	Assistant Secretary	2018/May 2018

DATE: December 9, 2016
TIME: 9:00 A.M.
PLACE: BGW&SD Shop
57 Baca Grant Way South
Crestone, Colorado 81131

CALL IN INFORMATION

Dial in number: 1-605-475-5619 or 1-712-770-4218

Guest Passcode: 201365

I. ADMINISTRATIVE MATTERS

- A. Present disclosures and potential conflicts of interest.

001- Approve Agenda.

- C. CONSENT AGENDA – These items are considered to be routine and will be approved and/or ratified by one motion. There will be no separate discussion of these items unless a Board member so requests; in which event, the item will be removed from the Consent Agenda and considered in the Regular Agenda.

002- Approve Minutes from the November 18, 2016 regular meeting

003- Review and accept unaudited financial statements for the period ending November 30, 2016, and current schedule of cash position

- D. Board and Staff Reports
004- Operations Manager Report
005- Operations Report
006- Administrative Report
007- Engineer's Report

- E. Execute Oath of Office for Robert Salmi

F. Discussion with Ron Garcia from US Fish and Wildlife

G. Distribute and Review Board of Director Binders

H. Discuss and Consider January Newsletter

I. **008-** Ratify Approval of Accounting Services Proposal from Special District Solutions

II. FINANCIAL MATTERS

A. **009-** Check Register: Review and consider approval of the check register for the period ending December 9, 2016, as follows:

General Fund:	\$	5268.83
Debt Service Fund	\$	-0-
Capital Projects Fund:	\$	14,822.10
Enterprise Fund:	\$	16,622.48
Total:	\$	45,835.60

III. PUBLIC COMMENT (items not on the agenda only. comments limited to 3 minutes per person and taken in order listed on sign-up sheet).

IV. OFFICE ADMINISTRATION

A. Discuss administrative follow-ups

V. OPERATIONS

A. Discuss operational follow-ups

VI. CAPITAL IMPROVEMENTS

A. Status of Flow Equalization Basin Project
See Engineer's Report for current status

VII. LEGAL MATTERS

VIII. EXECUTIVE SESSION MATTERS – C.R.S. §24-6-402(4)(a), (b), (e)(I) & (f)(I)

A. Viaero Wireless Proposal.

B. Water Matters.

C. Customer Matters.

D. Personnel Matters.

IX. OTHER BUSINESS

A. Holiday Work Schedule

The District office will be closed December 23 and 26, 2016 for Christmas and December 30, 2016 and January 2, 2017 for the New Year holiday.

B. Holiday Party

Monday, December 12, 2016, 5:30 at the Desert Sage.

X. ADJOURNMENT **THE NEXT REGULAR MEETING IS SCHEDULED FOR
JANUARY 20, 2017**

Baca Grande
Water And Sanitation
District

BACA GRANDE WATER AND SANITATION DISTRICT
 Schedule of Cash Position
 November 30, 2016
 UNAUDITED

<u>FINANCIAL INSTITUTION</u>	<u>RATE</u>	<u>FUNDS</u>
First Bank - Operations Account		200,691.59
Xpress Deposit Account		76,335.74
First Bank - Money Market Account	0.08%	954,658.96
First Bank - Liquid Asset - Debt Service	0.08%	13,919.58
Total Operating Cash		<u>\$ 1,245,605.87</u>
<u>Capital/Bond Accounts</u>		
ColoTrust - Capital Project Account	0.83%	\$ 535,305.93
Total Capital & Bond Cash		<u>\$ 535,305.93</u>

BACA GRANDE WATER AND SANITATION DISTRICT
FINANCIAL STATEMENTS
November 30, 2016

Baca Grande Water and Sanitation District
 Combined Balance Sheet - All Fund Types
 November 30, 2016

UNAUDITED

<u>ASSETS AND OTHER DEBITS</u>	<u>GENERAL</u>	<u>ENTERPRISE</u>	<u>DEBT SERVICE</u>	<u>CAPITAL PROJECTS</u>	<u>GASB ADJ.</u>	<u>TOTAL MEMO ONLY</u>
CURRENT ASSETS						
FIRST BANK CHECKING	\$ 131,973.89	\$ -	\$ 71,774.09	\$ (3,056.39)	\$ -	\$ 200,691.59
FIRST BANK LIQUID ASSET MM	631,062.48	323,596.48	-	-	-	954,658.96
FIRST BANK LIQUID ASSET DEBT SERVICE	-	-	13,919.58	-	-	13,919.58
XPRESS DEPOSIT ACCOUNT	-	76,335.74	-	-	-	76,335.74
COLOTRUST - 2010 PROJ. FUND	-	-	-	535,305.93	-	535,305.93
PROPERTY TAXES RECEIVABLE	37,684.21	-	17,315.02	-	-	54,999.23
PREPAID EXPENSES	-	2,379.80	-	-	-	2,379.80
ACCOUNTS RECEIVABLE - CUSTOMERS	-	33,590.71	57,473.80	-	-	91,064.51
ACCOUNTS RECEIVABLE - GOVERNMENTS	-	47,732.85	130,236.34	-	-	177,969.19
ACCOUNTS RECEIVABLE - MISC	-	-	-	-	-	-
DUE FROM OTHER FUNDS	-	-	-	-	-	-
TOTAL CURRENT ASSETS	800,720.58	483,635.58	290,718.83	532,249.54	-	2,107,324.53
OTHER DEBITS						
COST OF ISSUANCE	-	-	-	-	-	-
DEFERRED LOSS ON REFUNDING	-	-	-	-	213,081.00	213,081.00
PROPERTY - AT COST	-	-	-	-	-	-
LAND	-	-	-	-	52,823.00	52,823.00
SEWER LINES	-	-	-	-	8,185,108.19	8,185,108.19
WATER PLANT	-	-	-	-	8,633,106.35	8,633,106.35
MACHINERY AND EQUIPMENT	-	-	-	-	509,889.00	509,889.00
AMOUNT TO BE PROVIDED FOR DEBT	-	-	-	-	103,242.38	103,242.38
CONSTRUCTION IN PROGRESS	-	-	-	-	179,184.73	179,184.73
ACCUMULATED DEPRECIATION	-	-	-	-	(8,447,881.41)	(8,447,881.41)
TOTAL PROPERTY	-	-	-	-	9,428,553.24	9,428,553.24
TOTAL ASSETS AND OTHER DEBITS	\$ 800,720.58	\$ 483,635.58	\$ 290,718.83	\$ 532,249.54	\$ 9,428,553.24	\$ 11,535,877.77
LIABILITIES AND NET ASSETS						
CURRENT LIABILITIES						
DUE TO OTHER FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ACCOUNTS PAYABLE	-	5,771.00	-	-	-	5,771.00
PAYROLL WITHHOLDINGS PAYABLE	-	-	-	-	-	-
RETAINAGE PAYABLE	-	-	-	-	-	-
ACCRUED INTEREST PAYABLE	-	-	23,663.58	-	-	23,663.58
FINES PAYABLE	-	-	-	-	-	-
UNCLAIMED PROPERTY PAYABLE	-	-	-	-	-	-
DEFERRED REVENUE GRANT FUNDS	-	-	-	-	-	-
DEFERRED REVENUE AVAIL OF SERVICE	-	-	-	-	-	-
DEFERRED PROPERTY TAXES	37,684.21	-	17,315.02	-	-	54,999.23
TOTAL CURRENT LIABILITIES	37,684.21	5,771.00	40,978.60	-	-	84,433.81
LONG TERM DEBT						
CWPA LOAN	-	-	-	-	1,049,410.86	1,049,410.86
BOND PREMIUM	-	-	-	-	136,870.55	136,870.55
VEHICLE LEASE	-	-	-	-	191,336.00	191,336.00
SERIES 2010 GO BOND	-	-	-	-	5,305,000.00	5,305,000.00
TOTAL LONG TERM DEBT	-	-	-	-	6,682,617.41	6,682,617.41
NET ASSETS						
CONTRIBUTED CAPITAL-AID IN CONSTRUCTION	-	-	-	-	2,745,935.83	2,745,935.83
BEGINNING NET ASSETS - UNRESTRICTED	461,427.04	560,911.72	108,253.82	586,331.10	-	1,716,923.68
CHANGE IN NET ASSETS	301,609.33	(82,897.14)	141,486.41	(54,081.56)	-	306,117.04
TOTAL NET ASSETS	763,036.37	478,014.58	249,740.23	532,249.54	2,745,935.83	4,768,976.55
TOTAL LIABILITIES AND NET ASSETS	\$ 800,720.58	\$ 483,785.58	\$ 290,718.83	\$ 532,249.54	\$ 9,428,553.24	\$ 11,536,027.77

Baca Grande Water and Sanitation District
General Fund
Statement of Revenue and Expenditures Compared to Budget
For the 11 months ended,
November 30, 2016
UNAUDITED

		November	Actual YTD	Budget	Variance to Budget	Perct
Revenue						
1-423000	Property Taxes	5,417.88	427,135.50	446,717.00	19,581.50	95.6
1-423001	Allowance for Uncollectable	-	-	(26,803.00)	(26,803.00)	-
1-423200	Interest on Property Taxes	466.47	8,795.58	3,000.00	(5,795.58)	293.2
1-432000	Specific Ownership Tax	4,034.90	60,091.28	100,800.00	40,708.72	59.6
1-445000	Miscellaneous Income	1,092.59	9,162.59	3,000.00	(6,162.59)	305.4
1-446000	Interest	34.22	357.13	480.00	122.87	74.4
	Total Revenue	<u>11,046.06</u>	<u>505,542.08</u>	<u>527,194.00</u>	<u>21,651.92</u>	<u>95.9</u>
Expenses						
1-500400	County Treasurer's Fee	170.00	8,965.55	13,402.00	4,436.45	66.9
1-506010	Audit	-	10,790.90	10,550.00	(240.90)	102.3
1-506030	Legal	4,456.80	32,753.18	58,000.00	25,246.82	56.5
1-506040	Management	2,586.01	32,480.12	65,000.00	32,519.88	50.0
1-506045	Accounting	3,027.60	25,480.80	40,000.00	14,519.20	63.7
1-506050	Elections	-	962.20	22,000.00	21,037.80	4.4
1-530100	Director's Fees	-	2,500.00	6,500.00	4,000.00	38.5
	Total Expenses	<u>10,240.41</u>	<u>113,932.75</u>	<u>215,452.00</u>	<u>101,519.25</u>	<u>52.9</u>
	Excess Revenue Over (Under) Expenditures	805.65	391,609.33	311,742.00	(79,867.33)	125.6
Transfers In / (Out)						
1-581000	Transfer Enterprise Fund	-	-	(300,000.00)	(300,000.00)	-
1-581100	Transfer to Capital Projects	-	-	-	-	-
1-581200	Transfer Debt Service Fund	(90,000.00)	(90,000.00)	(100,000.00)	(10,000.00)	90.0
1-699000	Emergency Reserves	-	-	(15,820.00)	(15,820.00)	-
	Total Transfers	<u>(90,000.00)</u>	<u>(90,000.00)</u>	<u>(415,820.00)</u>	<u>(325,820.00)</u>	<u>21.6</u>
1-410000	Fund Balance - Beginning	-	461,427.04	458,871.00	(2,556.04)	100.6
	Fund Balance - Ending	<u>(89,194.35)</u>	<u>763,036.37</u>	<u>354,793.00</u>	<u>(408,243.37)</u>	<u>215.1</u>

Baca Grande Water and Sanitation District
Enterprise Fund
Statement of Revenue and Expenditures Compared to Budget
For the 11 months ended,
November 30, 2016
UNAUDITED

	November	Actual YTD	Budget	Variance to Budget	Percnt
Revenue					
4-420000 Water Usage Fees	24,382.36	334,583.62	343,381.00	8,797.38	97.4
4-420010 Sewer Usage Fees	21,984.02	237,610.40	242,188.00	4,577.60	98.1
4-420011 Allowance for Uncollectable	-	-	(7,488.00)	(7,488.00)	-
4-420030 Usage Fees Penalties	795.00	16,560.00	13,080.00	(3,480.00)	126.6
4-420060 Transfer Fee	1,750.00	37,500.00	20,000.00	(17,500.00)	187.5
4-420061 Consolidation Fee	750.00	9,250.00	5,000.00	(4,250.00)	185.0
4-420102 Prmts in Lieu of Taxes	-	27,988.44	26,295.00	(1,693.44)	106.4
4-420201 Tap Fee Installments	50.00	550.00	917.00	367.00	60.0
4-420210 Hook Up/Inspection Fees	2,925.00	29,220.24	7,200.00	(22,020.24)	405.8
4-420220 Miscellaneous Revenue	-	1,633.14	-	(1,633.14)	-
4-420230 Line Extensions	-	-	2,500.00	2,500.00	-
4-420240 Rent	150.00	1,650.00	1,800.00	150.00	91.7
4-424751 Sale of Asset	-	10,000.00	-	(10,000.00)	-
4-446000 Interest	26.38	398.71	-	(398.71)	-
Total Revenue	52,887.76	707,019.55	654,873.00	(52,146.55)	108.0
Expenses					
Operations					
4-500100 Raw Water USFSWS	6,595.29	84,761.69	112,364.00	27,602.31	75.4
4-500250 Testing	168.00	4,419.00	8,000.00	3,581.00	55.2
4-500300 Insurance	(40.46)	33,320.51	40,000.00	6,679.49	83.3
4-500350 Miscellaneous	-	-	500.00	500.00	-
4-500351 Bad Debt Expense	-	7,362.73	677.00	(6,685.73)	1,087.6
4-500355 Bank Charges	564.65	4,907.17	10,900.00	5,992.83	45.0
4-500359 Mileage Reimbursement	-	329.40	1,500.00	1,170.60	22.0
4-500360 Refund to Customers	1,400.00	4,452.25	-	(4,452.25)	-
4-500362 Clothing Allowance	104.59	1,112.44	1,366.00	253.56	81.4
4-500401 Postage	83.44	2,019.61	5,120.00	3,100.39	39.4
4-500402 Copier Lease and Equipment	151.50	1,667.53	1,980.00	312.47	84.2
4-500403 Office Supplies	299.76	2,261.86	3,200.00	938.14	70.7
4-500406 Phone Answering Service	166.14	1,568.89	2,550.00	981.11	61.5
4-500407 Computers and Media	16.20	2,888.52	3,200.00	311.48	90.3
4-500408 Computer Support	-	868.89	3,640.00	2,771.11	23.9
4-500409 Software Maintenance	-	2,546.98	2,920.00	373.02	87.2
4-500410 Fire Extinguisher Service	-	480.00	1,200.00	720.00	40.0
4-500450 Utility Maintenance Tools	20.94	4,356.56	5,000.00	643.44	87.1
4-500451 Supplies	304.34	1,246.87	1,500.00	253.13	83.1
4-500460 Utility Billing	614.74	10,321.17	12,000.00	1,678.83	86.0
4-500500 Training and Education	60.00	2,940.16	7,400.00	4,459.84	39.7
4-500510 Advertising	249.50	340.50	1,800.00	1,459.50	18.9
4-500520 Memberships	99.00	1,611.50	1,490.00	(121.50)	108.2
4-500530 Locates	21.45	177.32	250.00	72.68	70.9
4-500550 Meals and Lodging	208.08	3,549.85	3,650.00	100.15	97.3
4-500661 Gas and Oil	-	5,335.11	9,000.00	3,664.89	59.3
4-500662 Vehicle-Repairs and Maint	875.96	8,462.40	15,000.00	6,537.60	56.4
4-500663 Diesel Fuel	-	4,489.42	8,000.00	3,510.58	56.1
4-506020 Professional Fees	2,398.00	13,707.11	33,000.00	19,292.89	41.5
4-506022 Professional Fees-GIS	-	973.98	6,500.00	5,526.02	15.0
4-506030 Legal	-	737.50	1,500.00	762.50	49.2
Total Operations	14,361.12	213,216.92	305,207.00	91,990.08	69.9

Baca Grande Water and Sanitation District
Enterprise Fund
Statement of Revenue and Expenditures Compared to Budget
For the 11 months ended,
November 30, 2016
UNAUDITED

		November	Actual YTD	Budget	Variance to Budget	Perct
Repairs & Maintenance						
4-503000	Repair & Maint	879.79	6,818.24	8,500.00	1,681.76	80.2
4-503001	Repairs & Maint-Water Mains	139.16	5,341.53	10,000.00	4,658.47	53.4
4-503002	Repairs & Maint-Sewer(Gravity)	2,215.00	2,303.36	8,000.00	5,696.64	28.8
4-503008	Repairs & Maint-Well No. 18	2,662.00	7,041.75	10,000.00	2,958.25	70.4
4-503010	Repairs & Maint - Pump Houses	648.92	1,555.29	7,000.00	5,444.71	22.2
4-503015	Repair & Maint-Reservoirs	-	980.00	-	(980.00)	-
4-503018	Repair & Maint-Fire Hydrants	820.69	5,666.69	5,000.00	(666.69)	113.3
4-503019	Repair & Maint-Aspen TP	2,988.91	6,661.04	10,000.00	3,338.96	66.6
4-503022	Repair & Maint-Lift Stations	-	5,661.97	15,000.00	9,338.03	37.7
4-503025	Repair & Maint-Office	200.00	2,859.60	3,500.00	640.40	81.7
4-503028	Repair-Meters	-	542.80	10,000.00	9,457.20	5.4
4-503029	Repair & Maint-Golf/Motel	-	1,107.50	2,000.00	892.50	55.4
4-503030	Water Tank Inspection	-	5,010.00	9,000.00	3,990.00	55.7
4-503299	Repair & Maint-SCADA	1,980.60	2,506.12	5,000.00	2,493.88	50.1
4-503300	Chemicals Maintenance	-	11,337.40	12,000.00	662.60	94.5
4-503310	Waste Water Treat. Chem.	-	7,862.00	10,000.00	2,138.00	78.6
4-503331	Retail Water Meter Parts	1,032.88	15,448.18	7,200.00	(8,248.18)	214.6
4-503332	Line Extension Reveiw Expense	-	910.08	2,500.00	1,589.92	36.4
4-503333	Bio Solids Disposal	684.00	1,361.24	32,072.00	30,710.76	4.2
4-503500	Vehicle Lease-Principal	2,699.48	40,577.79	70,000.00	29,422.21	58.0
4-503501	Vehicle Lease-Interest	378.25	3,654.30	-	(3,654.30)	-
Total Repairs & Maintenance		17,329.68	135,206.88	236,772.00	101,565.12	57.1
Utilities						
4-505001	South Crestone Filter Plant	31.00	329.00	500.00	171.00	65.8
4-505002	Shumei BS/Cottonwood Apt	267.00	3,958.00	3,500.00	(458.00)	113.1
4-505005	Casita Park Pumphouse/MHE	62.00	1,177.00	-	(1,177.00)	-
4-505008	Well No. 18	2,524.00	32,754.00	45,000.00	12,246.00	72.8
4-505010	Shop Pumphouse	45.00	589.00	1,100.00	511.00	53.5
4-505011	Moonlight Pumphouse	146.00	2,900.00	3,500.00	600.00	82.9
4-505012	Ridgeview Pumphouse	126.00	2,720.00	3,500.00	780.00	77.7
4-505013	Fallen Tree PH	70.00	1,638.00	3,500.00	1,862.00	46.8
4-505015	Pine Cone Pumphouse	177.00	2,228.00	2,600.00	372.00	85.7
4-505019	Aspen TP	1,510.00	15,794.00	20,000.00	4,206.00	79.0
4-505020	Aspen TP-Propane	-	217.53	5,000.00	4,782.47	4.4
4-505022	Wagon Wheel LS	142.00	2,666.00	5,000.00	2,334.00	53.3
4-505023	Moble Home Estates LS	178.00	2,438.00	3,000.00	562.00	81.3
4-505024	Stables LS	82.00	1,590.00	3,000.00	1,410.00	53.0
4-505025	Shop, Office, Yard	251.00	4,879.00	7,000.00	2,121.00	69.7
4-505026	Shop, Yard, Office-Propane	-	492.78	2,500.00	2,007.22	19.7
4-505027	Office / Cell Phones	654.22	7,740.28	8,000.00	259.72	96.8
4-505029	Trash and Recycling Services	154.02	1,505.58	1,824.00	318.42	82.5
Total Utilities		6,419.24	85,616.17	118,524.00	32,907.83	72.2

Baca Grande Water and Sanitation District
 Enterprise Fund
 Statement of Revenue and Expenditures Compared to Budget
 For the 11 months ended,
 November 30, 2016
 UNAUDITED

	November	Actual YTD	Budget	Variance to Budget	Percnt
Payroll					
4-530000 Payroll Expense	193.40	2,278.95	2,500.00	221.05	91.2
4-530001 Payroll - Health & Wellness Ex	-	393.25	2,000.00	1,606.75	19.7
4-530200 Payroll-Gross	25,300.32	261,543.69	294,830.00	33,286.31	88.7
4-530201 Payroll-Gross Summer Help	2,040.00	8,902.50	13,200.00	4,297.50	67.4
4-530300 Payroll Taxes	597.40	4,681.79	5,390.00	708.21	86.9
4-530400 PERA	3,745.63	37,401.51	44,980.00	7,578.49	83.2
4-530500 Health Insurance	75.00	28,502.03	39,648.00	11,145.97	71.9
4-530600 Worker's Compensation Insur	-	12,173.00	14,300.00	2,127.00	85.1
Total Payroll	<u>31,951.75</u>	<u>355,876.72</u>	<u>416,848.00</u>	<u>60,971.28</u>	85.4
Total Expenses	<u>70,061.79</u>	<u>789,916.69</u>	<u>1,077,351.00</u>	<u>287,434.31</u>	73.3
Excess Revenue Over (Under) Expenditures	(17,174.03)	(82,897.14)	(422,478.00)	(339,580.86)	19.6
Transfers In / (Out)					
4-481000 Transfer General Fund	-	-	300,000.00	300,000.00	-
4-481001 Transfer from GF - Oper Reserve	-	-	-	-	-
Total Transfers	<u>-</u>	<u>-</u>	<u>300,000.00</u>	<u>300,000.00</u>	-
4-410000 Fund Balance - Beginning	-	560,911.72	404,450.00	(156,461.72)	138.7
Fund Balance - Ending	<u>(17,174.03)</u>	<u>478,014.58</u>	<u>281,972.00</u>	<u>(196,042.58)</u>	169.5

Baca Grande Water and Sanitation District
Debt Service Fund
Statement of Revenue and Expenditures Compared to Budget
For the 11 months ended,
November 30, 2016
UNAUDITED

	November	Actual YTD	Budget	Variance	Percent
Revenue					
2-420101 Availability of Service Fees	77.50	247,752.77	255,825.00	8,072.23	96.8
2-420111 Allowance for Uncollectable	-	-	(61,775.00)	(61,775.00)	-
2-423000 Property Taxes	2,171.63	188,997.65	205,248.00	16,250.35	92.1
2-423001 Allowance for Uncollectable	-	-	(12,315.00)	(12,315.00)	-
2-432000 Specific Ownership Tax	1,853.87	27,609.48	19,200.00	(8,409.48)	143.8
2-423200 Interest on Property Taxes	95.95	478.34	500.00	21.66	95.7
2-446000 Interest	13.11	100.46	100.00	(0.46)	100.5
Total Revenue	4,212.06	464,938.70	406,783.00	(58,155.70)	114.3
Expenses					
2-500351 Bad Debt Expense	165.00	1,894.17	36,437.00	34,542.83	5.2
2-500355 Bank Charges	50.00	120.00	100.00	(20.00)	120.0
2-500357 Arbitrage Calculations	-	-	5,000.00	5,000.00	-
2-500400 County Treasurer's Fee	54.67	4,095.86	6,200.00	2,104.14	66.1
2-552500 Trustee/Paying Agent Fees	-	166.68	200.00	33.32	83.3
2-552605 2009 CWPA SRF Principal	36,788.31	73,212.38	73,212.00	(0.38)	100.0
2-552610 2009 CWPA SRF Interest	10,861.98	22,088.20	22,088.00	(0.20)	100.0
2-555304 2010 GO Bond Principal	50,000.00	50,000.00	50,000.00	-	100.0
2-555305 2010 GO Bond Interest	130,937.50	261,875.00	261,875.00	-	100.0
Total Expenses	228,857.46	413,452.29	455,112.00	41,659.71	90.8
Excess Revenue Over (Under) Expenditures	(224,645.40)	51,486.41	(48,329.00)	(99,815.41)	(106.5)
Transfers In / (Out)					
2-485100 Transfer from General Fund	90,000.00	90,000.00	100,000.00	10,000.00	90.0
Total Transfers	90,000.00	90,000.00	100,000.00	10,000.00	90.0
2-410000 Fund Balance - Beginning	-	108,253.82	125,756.00	17,502.18	86.1
Fund Balance - Ending	(134,645.40)	249,740.23	177,427.00	(72,313.23)	140.8

Baca Grande Water and Sanitation District
Capital Projects Fund
Statement of Revenue and Expenditures Compared to Budget
For the 11 months ended,
November 30, 2016
UNAUDITED

	November	Actual YTD	Budget	Variance	Percnt
Revenue					
3-446000 Interest	367.91	3,197.88	900.00	(2,297.88)	355.3
3-474000 Grant Funds	5,760.10	34,808.76	-	(34,808.76)	-
Total Revenue	6,128.01	38,006.64	900.00	(37,106.64)	4,223.0
Expenses					
3-517055 Casita Park Interconnect	90.00	2,976.06	-	(2,976.06)	-
3-517080 Stables Lift Station	-	44,984.43	-	(44,984.43)	-
3-517150 Water Rights Acquisition	-	5,309.05	60,700.00	55,390.95	8.7
3-517215 Aspen WWTF-Flow Equalization	5,760.10	38,818.66	284,758.00	245,939.34	
Total Expenses	5,850.10	92,088.20	345,458.00	253,369.80	26.7
Excess Revenue Over (Under) Expenditures	277.91	(54,081.56)	(344,558.00)	(290,476.44)	15.7
Transfers In / (Out)					
3-485100 Transfer General Fund	-	-	-	-	-
Total Transfers	-	-	-	-	-
3-410000 Fund Balance - Beginning	-	586,331.10	553,828.00	(32,503.10)	105.9
Fund Balance - Ending	277.91	532,249.54	209,270.00	(322,979.54)	254.3

Baca Grande Water and Sanitation District
 Summary of Annual Leases for the Service Truck, the Dump Truck and the Trailer

Lease and Interest Maturing in the Year Ending December 31,	\$171,156			\$60,765		
	Capital Lease Agreement with KS State Bank			Capital Lease Agreement with Ford Motor Credit Co.		
	Principal	Interest	Total	Principal	Interest	Total
2016	2,706	371	3,078	-	-	-
2017	33,014	3,919	36,933	13,901	2,632	16,533
2018	34,028	2,905	36,933	14,728	1,805	16,533
2019	35,073	1,859	36,933	15,604	929	16,533
2020	36,151	782	36,933			-
2021	6,132	23	6,155			-
Total	147,104	9,860	156,964	44,232	5,365	49,598

Baca Grande Water & Sanitation District
 Series 2010 General Obligation Bonds
 2009 Colorado Water Resources and Power Development Authority Loan

Principal & Interest Maturing in the Year(s) Ending December 31,	Totals		
	Principal	Interest	Total
2016	123,212	283,963	407,175
2017	124,684	280,992	405,676
2018	126,185	277,991	404,176
2019	177,717	274,834	452,551
2020	179,278	269,772	449,050
2021 - 2025	1,020,946	1,249,307	2,270,253
2026 - 2030	1,320,602	1,024,952	2,345,554
2031- 2035	1,415,000	718,500	2,133,500
2036 - 2040	1,990,000	314,500	2,304,500
	\$ 6,477,624	\$ 4,694,811	\$ 11,172,435

BACA GRANDE WATER AND SANITATION DISTRICT
Property Tax Collection Schedule
2016

Month	1-423000		2-423000		1-423200		2-423200		1-423000		2-423000		1-500400		2-500400		4-120060		Net Received
	General	Debt	Delinquent Taxes	Interest	General	Debt	General	Debt	Specific Ownership	Debt	General	Debt	Treasurer Fees	Debt	Collections	Fee	Certified Accounts		
January	28,008.58	13,236.38	1,026.72	345.15	50.58	4.83	5,721.13	2,628.62	620.37	285.04	2,628.62	285.04	620.37	285.04	2,628.62	0.00	0.00	50,916.59	
February	114,276.88	52,665.60	2,381.15	1,415.92	210.77	22.45	9,610.87	3,037.42	2,410.59	1,107.57	3,037.42	1,107.57	2,410.59	1,107.57	3,037.42	980.00	0.00	180,734.82	
March	44,479.30	20,436.43	3,755.60	1,009.67	254.63	30.56	7,859.70	3,610.75	1,010.02	464.07	3,610.75	464.07	1,010.02	464.07	3,610.75	200.00	0.00	80,646.17	
April	84,547.86	38,646.32	2,432.57	938.95	120.10	20.76	6,201.40	2,849.29	1,804.15	828.93	2,849.29	828.93	1,804.15	828.93	2,849.29	1,200.00	0.00	136,132.83	
May	55,179.90	25,352.92	2,971.01	1,096.00	163.42	46.64	6,954.09	3,195.12	1,217.86	559.55	3,195.12	559.55	1,217.86	559.55	3,195.12	200.00	0.00	93,580.93	
June	54,373.71	24,882.51	2,090.16	1,300.70	35.69	41.45	6,213.74	2,854.96	1,181.23	542.72	2,854.96	542.72	1,181.23	542.72	2,854.96	1,300.00	0.00	93,280.96	
July	11,044.75	5,074.62	1,021.40	1,032.24	0.00	0.00	5,390.34	2,476.84	236.25	118.65	2,476.84	118.65	236.25	118.65	2,476.84	400.00	0.00	27,412.46	
August	9,475.82	4,353.75	1,047.93	790.76	40.83	154.99	4,869.36	2,237.27	62.42	105.98	2,237.27	105.98	62.42	105.98	2,237.27	1,200.00	0.00	25,347.96	
September	2,446.51	1,124.07	377.76	399.72	37.40	60.69	6,236.75	2,865.54	119.00	29.68	2,865.54	29.68	119.00	29.68	2,865.54	1,600.00	0.00	17,204.26	
October	4,359.48	2,021.38	1,018.40	466.47	150.25	95.95	4,034.90	1,853.87	0.00	54.67	1,853.87	54.67	0.00	54.67	1,853.87	800.00	0.00	15,460.76	
November	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
December	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	409,032.79	187,933.98	18,102.71	8,795.58	1,093.67	478.34	60,091.28	27,609.48	8,914.55	4,095.86	27,609.48	4,095.86	8,914.55	4,095.86	27,609.48	7,880.00	0.00	720,687.74	

Assessed Valuation	Property Tax Receipts		Specific Ownership Tax Receipts	
	Taxes Levied	Taxes Received	Taxes Budgeted	Taxes Received
\$ 16,035,895.00	34,320	668,137.22	66,042.00	61,052.00
\$ 16,020,275.00	46,000	690,689.75	92,117.00	81,829.17
\$ 15,951,226.00	46,000	686,919.11	69,707.00	66,908.42
\$ 16,263,263.00	46,000	705,682.30	71,070.00	69,609.44
\$ 14,958,570.00	48,000	663,925.62	68,212.00	79,289.47
\$ 14,949,422.00	42,000	713,885.50	71,011.00	113,262.61
\$ 12,073,444.00	37,000	616,133.15	120,000.00	87,700.76

Month	2015		2016	
	Current & Delinquent MTD	YTD	Current & Delinquent MTD	YTD
January	\$ 77,170.85	10.32%	\$ 43,122.27	6.61%
February	\$ 154,918.72	20.73%	\$ 168,564.40	32.58%
March	\$ 84,238.92	11.27%	\$ 68,925.96	10.57%
April	\$ 177,828.98	23.79%	\$ 125,946.85	19.32%
May	\$ 52,855.07	7.04%	\$ 83,067.25	12.83%
June	\$ 100,541.75	13.45%	\$ 81,482.07	12.50%
July	\$ 25,392.78	3.40%	\$ 17,140.77	2.63%
August	\$ 16,500.16	2.21%	\$ 14,918.33	2.29%
September	\$ 10,086.72	1.35%	\$ 9,334.74	1.41%
October	\$ 4,122.80	0.55%	\$ 3,985.74	0.61%
November	\$ 7,417.44	0.99%	\$ 7,589.51	1.16%
December	\$ 3,071.31	0.41%	\$ -	0.00%
	\$ 713,885.50	95.51%	\$ 616,133.15	84.50%



December 2016

OPERATIONS MANAGER REPORT

To: Board of Directors, Baca Grande Water and Sanitation District
From: Justin DeBon
Date: November 9 – December 1, 2016

Water and Sewer System: Quarterly water storage tank inspections have been completed with no defects found. All facilities have been winterized for the winter which includes covering vents, fans and turning the heat on.

Water Main Break: November 3rd there was a water main break on Road-T caused by a cap on a Tee breaking. Also in Casita Park an elbow on a 4" water main failed and was leaking due to high pressure.

Equipment Maintenance: Staff has finished equipment and vehicle repairs and maintenance which included filter and fluid changes on all the heavy equipment, (minus the dump truck) greasing, cleaning and inspections. Also, rodent proofing the cabs on the wheel loader and excavator.

Town of Crestone Sewage Impact: The District received 211,817 gallons of wastewater from the town in the month of September, the daily average was 6,832 gallons per day. The Aspen WWTF influent daily average influent was 50,000 gallons per day. The town contributed 13% to the monthly flow total.

Bulk Water Sales: AquaFlow has been contacted and are in the process of putting together a package and price that would work with the Motel well and current piping set up.

Sanitary Survey: CDPHE is scheduled to be at the District on December 15th to conduct a sanitary survey of the districts water system and wastewater treatment plant.

Project Updates: Storage tank inspection and cleaning is 50% complete, the screening and sorting of the Aspen spoils pile is 100% complete, the fire hydrant inspection and testing is 100% complete, the weed control project is 100% complete, the collection system cleaning is 100% complete. With the major projects complete, staff will now focus on training and education to enable them to be more knowable and productive in 2017.

2016 Projects: The following is a list of projects that will be worked on in 2016.

1. Storage tank inspection/cleaning 50%
2. MHE Lagoon reclamation- has started as backhoe training.
3. ~~Screening/Sorting of Aspen spoils area~~
4. ~~Fire hydrant Maintenance Project~~
5. ~~Collection System Video Inspection and Cleaning Project~~
6. Manhole Infiltration Prevention Project-not started (weather permitting)
7. ~~Stables Lift Station Upgrade Project~~
8. ~~Facility Weed Control Project~~
9. Leak Detection-On going
10. Repair drainage and road to Fallen Tree Storage Tank
11. Install gate on Fallen Tree Storage Tank access road
12. ~~Install water drainage pipe at Well 18~~

2015 Projects Completed: The following is list of projects that were completed in 2015.

1. ~~Completion of Facility Maintenance GIS Layer Project~~
2. ~~Completion of Water Meter Upgrade Project~~
3. ~~Fire Hydrant Maintenance Project~~
4. ~~Collection System Cleaning Project~~
5. ~~Manhole Infiltration Prevention Project on Cotton Wood Creek~~
6. ~~Capital Improvement Projects~~
7. ~~Water Meter MXUM upgrade project and DOLA grant reporting~~
8. ~~Yeshi Korlo service line reduction project~~
9. ~~GIS Facilities Maintenance Project~~
10. ~~Virture Way Manhole Repair~~



Report On District Operations



Waterous Fire Hydrant.

Operations Report
Baca Grande Water and Sanitation District
December 9, 2016

Report from: November 9 – December 1, 2016

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District Operations.....1

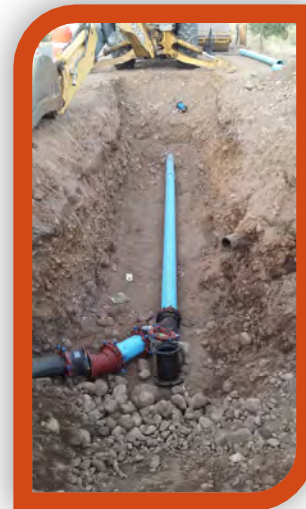
Water Usage, Compliance & Testing - Chalets.....2

Wastewater Compliance & Testing.....3

Infrastructure.....4

Operators.....5

Customer Home Tips.....6



Casita Park Water Main

District Operations

SSO-Sanitary Sewer Overflow	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Fire Hydrant Maintenance	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Bolt Replacement
Water Main Repairs	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Collection System Cleaning	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Complete for 2016
GPS/GIS	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Water/Sewer Hookups	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Total for 2016: 10
Accidents	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	

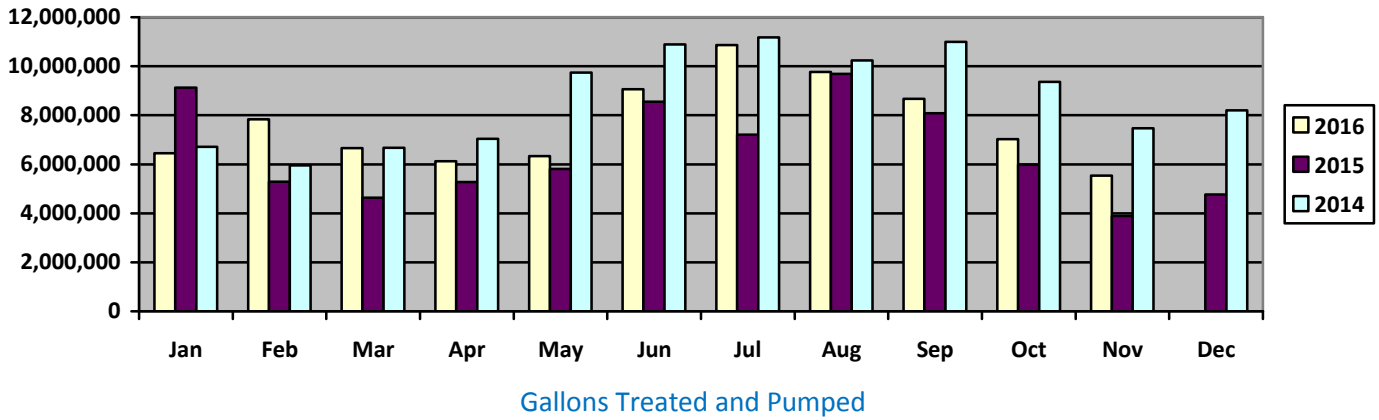
Total Water Treated

Total Gallons Treated For Month	Finished Water Chalets & Casita Park	Finished Water Metered Chalets & Casita Park	Wastewater Treated	Estimated Unaccounted Water
January 2016	6,457,000	2,452,000	1,901,000	Water Leak Found 4,005,000
February 2016	7,841,000	1,764,000	1,554,000	Water Leak found 6,077,000
March 2016	6,654,000	1,579,000	1,904,000	Water Leak Found 5,075,000
April 2016	6,124,000	3,133,000	1,608,000	Water leak found 2,991,000
May 2016	6,338,000	3,245,000	1,846,000	3,093,000
June 2016	9,065,000	4,740,000	3,054,000	4,325,000
July 2016	10,865,000	7,819,000	2,481,000	7 Leaks Repaired 2,996,000
August 2016	9,765,000	6,265,000	2,039,000	Hydrant Testing 3,473,000
September 2016	8,664,000	5,245,000	2,033,000	3,419,000
October 2016	7,023,000	3,383,000	1,761,000	Water main repairs 3,640,000
November 2016	5,531,000	2,354,000	1,737,000	3,177,000
December 2016				
Total Treated 2016	85,327,000	41,979,000	21,918,000	42,271,000

Golf Course Well

April 2016	May 2016	June 2016	July 2016	August 2016	September 2016	October 2016
Well 18 used	5,539,474	6,191,177	6,191,177	3,910,217	6,517,028	1,955,108

Baca Grande Chalet & Casita Park

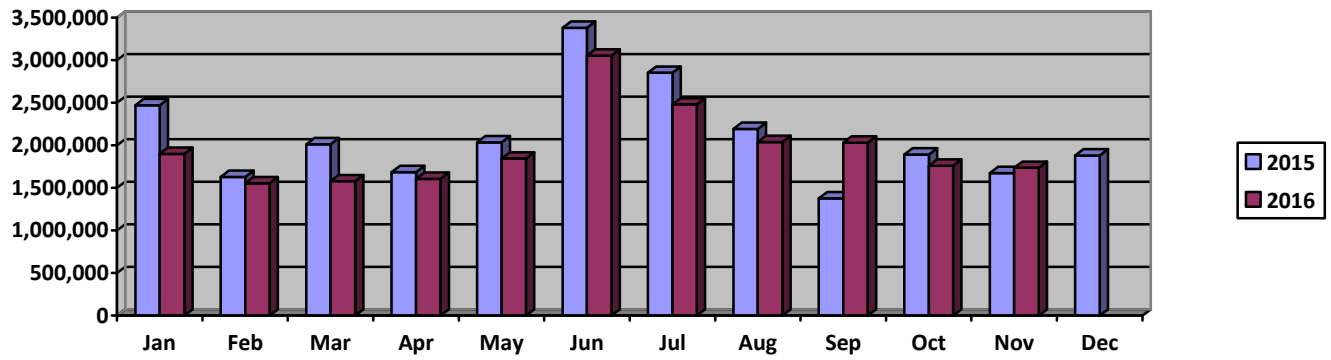


January	February	March	April	May	June
6,457,000	7,841,000	6,654,000	6,124,000	6,338,000	9,065,000

July	August	September	October	November	December
10,865,000	9,765,000	8,664,000	7,023,000	5,531,000	

Month	Chlorine Residual	Total Coliform E. Coli Result	Compliant	Well Water Level
January	0.34	Absent	Yes	35'
February	0.32	Absent	Yes	34'
March	0.32	Absent	Yes	34'
April	0.34	Absent	Yes	36'
May	0.37	Absent	Yes	37'
June	0.28	Absent	Yes	36'
July	0.26	Absent	Yes	36'
August	0.25	Absent	Yes	35'
September	0.36	Absent	Yes	37'
October	0.34	Absent	Yes	36'
November	0.34	Absent	Yes	35'
December				

Aspen Wastewater Treatment Facility



Wastewater Treated in Gallons

January	February	March	April	May	June
1,901,000	1,554,000	1,579,000	1,608,000	1,846,000	3,054,000

July	August	September	October	November	December
2,481,000	2,039,000	2,033,000	1,761,000	1,737,000	

Month	Total Ammonia Result	E. Coli Result	Effluent BOD5 Result	Total BOD5 Removal Result	Compliant for Month
January	2.6 mg/L	2/100	9.2 mg/L	93%	Yes
February	0.8 mg/L	2/100	5.8 mg/L	96%	Yes
March	2.1 mg/L	2/100	3.6 mg/L	98%	Yes
April	1.3 mg/L	2/100	2.3 mg/L	98%	Yes
May	2.1 mg/L	2/100	13 mg/L	96%	Yes
June	0.9 mg/L	14/100	1.8 mg/L	97%	Yes
July	0.6 mg/L	7/100	11 mg/L	97%	Yes
August	0.8 mg/L	4/100	13.8 mg/L	95%	Yes
September	0.2 mg/L	2/100	4.9 mg/L	98%	Yes
October	0.3 mg/L	2/100	3.6 mg/L	97%	Yes
November	0.2 mg/L	2/100	2.4 mg/L	98%	Yes
December					

Bio Solids	Quantity
Stored Bio Solids – Aspen Storage Lagoon	250,600 Gallons
Bio Solids pumped and applied to land application site 2016	0
Bio Solids pumped into Aspen Storage Lagoon 2016.	120,000

Infrastructure Fixed Assets

Transfer Stations	Booster Stations
Fallen Tree – Operational	Pine Cone Booster – Operational
Ridgeview Transfer Station – Operational	Shumei Booster Station – Operational
Moonlight Transfer Station – Operational	Motel Well Booster Station – Offline

Drinking Water Distribution System	Wastewater Collection System
Water Mains = 64 Miles	Sewer Mains = 45 Miles
Gate Valves = 528 Units	Manholes = 798
Service Accounts = 705	
Curb Stops = 705	Lift Stations = 5
Fire Hydrants = 278	MHE LS – Operational
Well 17/18 Water Treatment Plant- Facility Fully Operational.	Stables LS – Fully Operational
MHE Motel Well Water Treatment Facility- Offline	Wagon Wheel LS – Operational
Water Transfer Stations = 3	Dharma Ocean LS – Operational
Booster Stations = 3	Aspen LS – Operational
	Aspen WWTF – Facility Fully Operational. Operating at 39% Capacity

Operations Team



Justin DeBon, CWP
 Operations Manager
 ORC
 Class C Water Operator
 Class C Wastewater Operator
 Class 1 Distributions Operator
 Class 1 Collections Operator
 Nationally Certified Heavy Equipment Operator

Chad Tate, CWP
 Water Treatment
 Operator
 Class S Water Operator
 Class S Wastewater Operator
 Class C Water Operator
 Class 2 Distributions Operator

Tim Allen, CWP
 Distributions & Collections
 Operator
 Class S Water Operator
 Class S Wastewater Operator

Rebecca Potter, CWP
 Laboratory & Analysis
 Operator
 Class D Wastewater Operator

Jim Vanderpool, CWP
 Operations & Maintenance
 Operator
 Class S Water Operator



Customer Home Tips

Leak Detection, Prevention and Winter Preparedness



Potential loss: 200 gallons of water per day

If your toilet is running constantly, you could be wasting as much as 200 gallons of water or more per day. Not all toilet leaks can be detected by listening for running water in the bowl of the toilet. The most common cause of a toilet leak is the flapper valve. Over time, the valve becomes worn out and it does not seal shut anymore. One way to find out if you have a toilet leak is to place a drop of food coloring in the toilet tank. If the color shows up in the bowl within 15 minutes without flushing, you have a leak. Once you complete this test, make sure to flush immediately to avoid staining the tank.



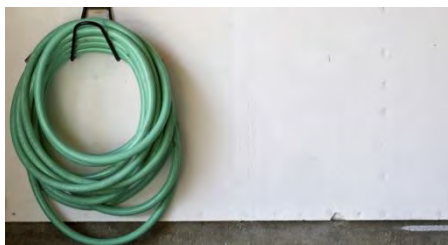
Potential loss: 3,000 gallons of water per year

A leaky faucet that drips at rate of 1 drip per second can waste more than 3,000 gallons of water per year. Most faucet leaks can be reduced by checking the washers and gaskets for wear, and replacing them if necessary. Another tip would be to replace the aerator. These are inexpensive, available at most hardware stores and easy to install.



Potential loss: 500 gallons of water per year

A showerhead leaking at 10 drips per minute wastes more than 500 gallons of water per year – that's enough water to wash 60 loads of dishes in your dishwasher. Most leaky showerheads can be fixed by ensuring a tight connection using Teflon tape and a wrench. You may also consider replacing an old showerhead. An older showerhead uses 3 to 8 gallons of water while a newer model can use as little as 1.5 gallons per minute.



Detaching the hose allows water to drain from the pipe. Otherwise, a single hard, overnight freeze can burst either the faucet or the pipe it is connected to.



If you have pipes in an unheated garage or a cold crawl space under the house, wrap the water pipes before temperatures fall. Good wrapping materials are available at hardware or building supply stores.



Seal off access doors, air vents and cracks. Repair broken basement windows. Winter winds whistling through overlooked openings can quickly freeze exposed water pipes. Don't plug air vents that your furnace or water heater need for good combustion.



To: Baca Grande Water and Sanitation District Board of Directors
 From: JoAnn Slivka, Administrative Services Manager

2016 Projects

Certification of Delinquent Accounts- Complete

The annual process to submit delinquent accounts to the county treasurer for collection is due by November 1, 2016. CRITERIA: \$150 AND the account has to be at least 6 months in arrears - Due April 30, 2016– September 30, 2016. The 2016 Certification calendar has been established as follows;

- ✓ August 19, 2016: BOARD MEETING: Present the draft letter for approval with key dates established
- ✓ September 16, 2016: Certified letters get mailed to Property Owners; as of this writing there are 214 AOS accounts and 12 Usage accounts on the certification list.
 - ✓ October 21, 2016: Last day to accept payments
 - ✓ October 21, 2016 Board meeting: property owner hearing date
 - ✓ October 24, 2016: Packet mailed to the county
 - ✓ November 1, 2016: Accounts to be certified are due to the Saguache County Treasurer’s office
 - ✓ December 1, 2016: Last day for closing requests from title companies
 - ✓ December 7, 2016: Notify the county treasurer’s office of any closings that occurred
 - ✓ December 9, 2016: Treasurer’s office will perform any changes/updates to our certification list

2017 Budget

- ✓ October 15, 2016: Proposed budget to Board of Directors
 Publish/post Notice of Budget and Hearing.
- ✓ BEFORE December 15, 2016: Hold Properly-noticed budget hearing to adopt the budget, set the mill levy(ies) and make appropriations for the budget year.

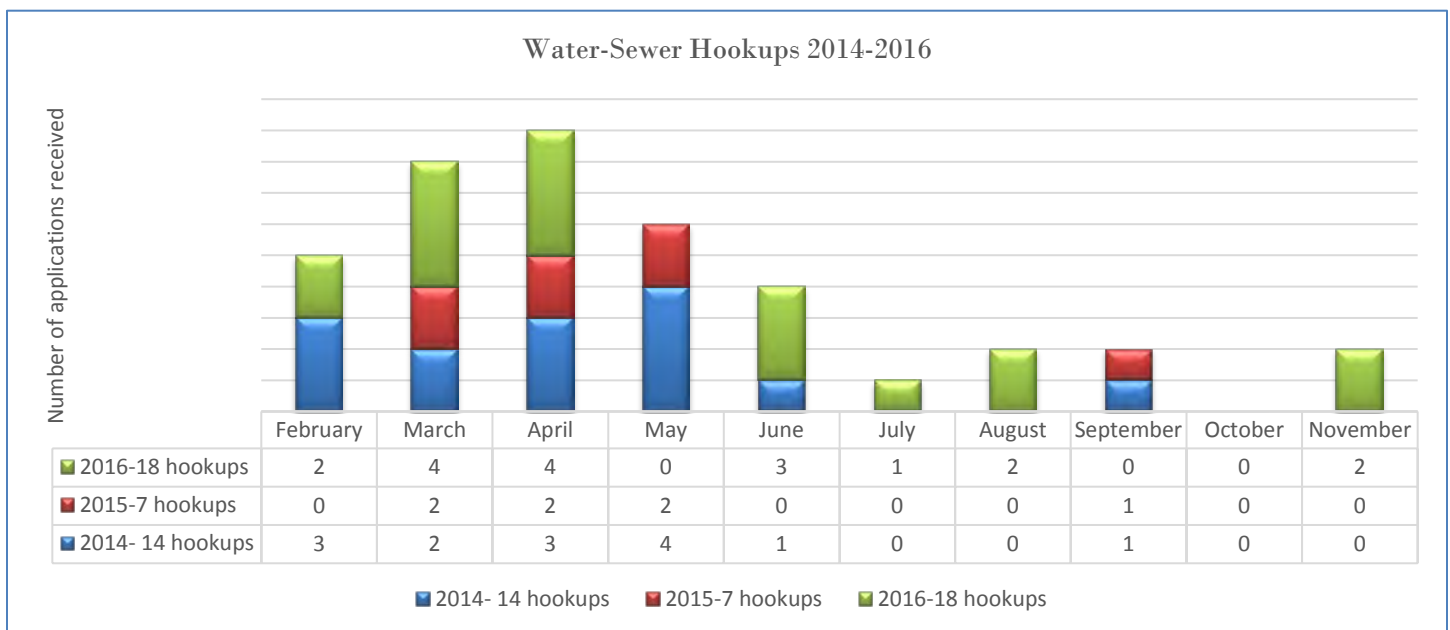
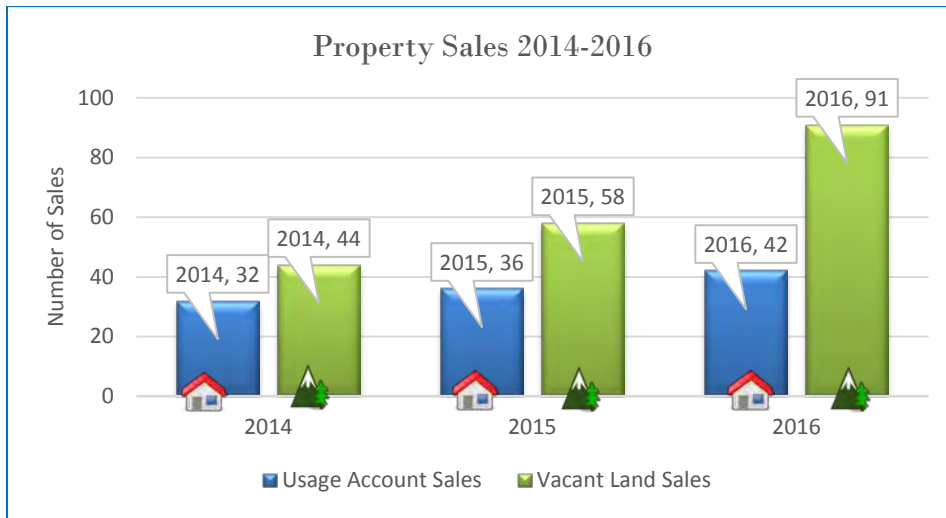
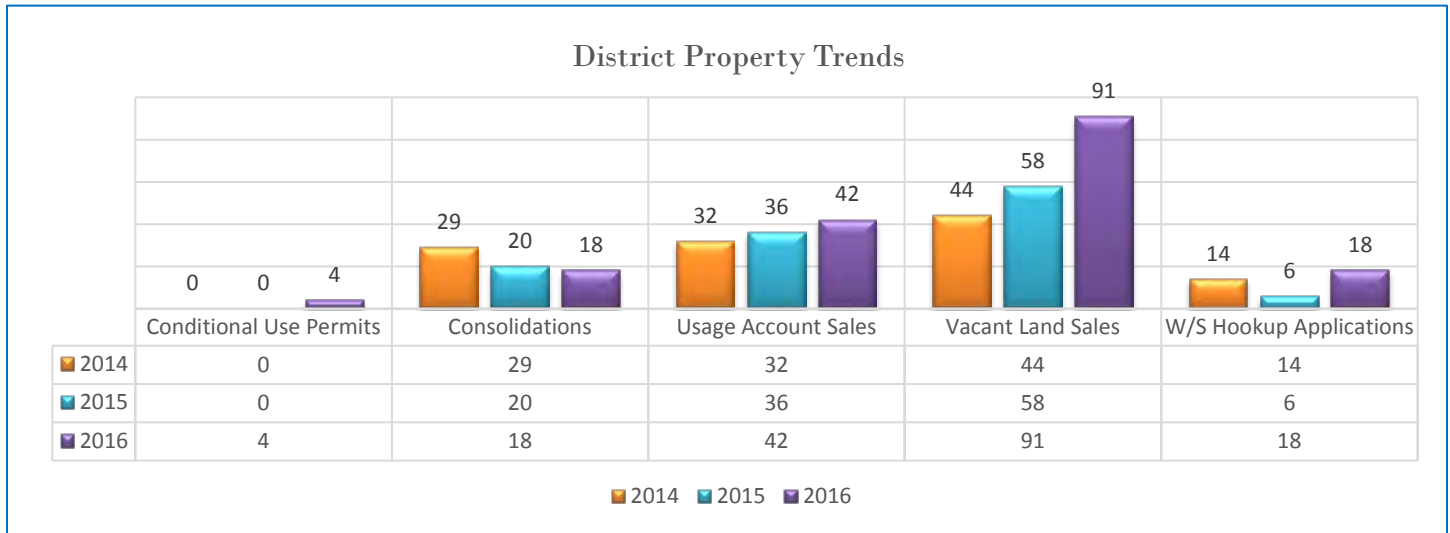
2016 November Utility Billing Activity

- 💧 Billing summary:
 - Late Fees, 53 = \$795.00
 - Usage Customers Billed= 710
 - Transfer Fees, 23 = \$5750.00
- 💧 Xpress Bill Pay Stats
 - 151 – EFT Web Transactions
 - 178 – Credit/Debit Card Web Transactions
 - 31 – Online Banking – Bank Bill Pay Transactions
 - 202 – Lock Box Service Transactions
- 💧 Consolidations:
 - 0 - New applications received
 - 1 - Application approved by the County although denied by the District
- 💧 Transferred Properties
 - 4 - SFRs: 321, 2784, 4179, 1217
 - 5 - Vacant Land: 1270, 795, 1026, 1137, 2117
- 💧 New Water-Sewer Hookups: 1 - New application received
 - 1527 Antelope Way

Town of Crestone Sewer

2016	Total Monthly Flow (gallons)	Amount Billed
December	161,432.01	\$849.13
January	159,789.88	\$840.49
February	142,897.00	\$751.64
March	179,745.33	\$945.46
April	173,281.48	\$911.46
May	169,798.69	\$893.14
June	131,061.94	\$689.39
July	111066.89	\$584.21
August	123559.68	\$649.92
September	162194.34	\$853.14
October	234922.11	\$1,235.69
November	211,817.68	\$1,114.16
December		
Totals	1,961,567.03	\$10,317.83

2016 Property Activity





**BACA GRANDE WATER AND SANITATION DISTRICT
ENGINEER'S REPORT
December 2, 2016**

Due to the limited notice provided regarding this month Engineer's Report, this report to the District is presented in an abbreviated format.

There was no Action Item conference call in advance of the December Board meeting.

Brad Simons will follow-up with JoAnn Slivka after the first of the year regarding the amended and restated intergovernmental agreement (IGA) with the Town of Crestone related to wastewater services and fees.

TZA's staff has been in communication with SDMS's accounting group about the Small Communities Grant Reimbursement process to transition the efforts to the District's in-house staff. During our review of the process and submittals to date, we determined the reimbursement requests filed have been incomplete. David Wiggins met with SDMS staff on November 28 and SDMS should be able to resolve the matter with the Division's Capital Construction Project Manager.

On November 30, 2016, I provided Alison McClure additional information regarding the next DOLA Energy/Mineral Impact Assistance Fund Grant application deadline (now February 1, 2017) for consideration on the Looping C project or Biosolids Drying Bed projects.

CAPITAL PROJECTS

Headworks/Flow Equalization Basin – TZA is working through the site application and design phases of this project to support the Aspen Institute Wastewater Treatment Plant (WWTP). Here is the modified planning and design schedule approved by the Division based upon the fact that the Division has not yet approved our site application amendment submitted for review on October 17, 2016.

	<u>Start Date</u>	<u>End Date</u>
Site Application Amendment Approval	10/17/16	TBD
Structural Design	In Progress	12/9/2016
Electrical Design	In Progress	12/9/2016
Civil Design	In Progress	12/9/2016
PDR and associated forms	In Progress	12/9/2016
Specifications	In Progress	12/9/2016
Drawing/Spec./PDR Review	12/12/2016	12/16/2016
Final Edits and State Submittal	12/16/2016	12/30/2016

LAMP RYNEARSON COMPANIES



One item yet to be resolved in our design efforts for the Headworks/Flow Equalization Basin is confirmation of the right-of-way (ROW) for the access road adjacent to the WWTP site, but our design takes the County's verbal representations into consideration.

Capital Project Summary Sheets – A draft of the CPS sheet for the biosolids drying bed concept was provided to Justin DeBon on November 16, 2016, but we have not been able to discuss its content or the conceptual exhibit.

Casita Park Water Line Interconnect – Justin DeBon has provided details associated with the two component failures in 2016 and I have contacted iSiWest to review the nipple and ball valve. I am tentatively scheduled to meet with iSiWest on December 5.



November 15, 2016

Mr. Matthew Ghourdjian
c/o Baca Grande Water and Sanitation District
P.O. Box 520
57 Baca Grant Way S
Crestone, CO 81131-0520

Re: Proposal for the Provision of Professional Services for the Baca Grande Water and Sanitation District

Mr. Ghourdjian,

We appreciate this opportunity to provide our proposal for the provision of Accounting services for the District. Special District Solutions is a full service provider that can provide for all of the District's accounting needs while minimizing your operating costs. We will successfully work with the Board of Directors to carry out your directions to achieve your goals.

Your account will be serviced by our team of experienced and dedicated professionals. Ms. Cathy Fromm, CPA, will provide accounting oversight, budgeting, audit preparation, investment suggestions, and other financial and planning support as needed. Mr. Kurt Schlegel is available to provide additional services that may be required and requested by the Board of Directors including but not limited to administrative support, project management, and ensuring compliance with all State and local regulations.

Additional support staff will be used as appropriate to enhance the level of customer service provided while minimizing expense to the District. The biographies of our principals are included as Attachment #1 of this proposal.

We have over sixty (60) combined years of local government experience between the two principals. A list of references that can be queried regarding the quality of the services we provide and our qualifications is included as Attachment #2 of this proposal.

Services to be provided include, but may not be limited to, the following:

Accounting, Budgeting, and Finance

- Provide accounting oversight for the District as needed
- Prepare and / or review financial statements for Board review, including monthly cash position statements
- Maintain account ledgers and supporting financial documentation
- Monitor and track District cash flow and investments and reconcile bank accounts on a monthly basis
- Prepare annual tax summaries including any required Internal Revenue Service documentation, if applicable
- Prepare annual budgets for review, adoption, and submission to the State
- Prepare and certify MILL levies to Saguache County for the collection of property taxes
- Prepare documents needed for annual financial audits and work with the District's auditor to successfully complete and submit required documentation to the State Auditor

District Management and Administration

- Provide exceptional customer service to the Board of Directors and taxpayers of the District
- Support the District's Board of Directors and Administrative Manager in oversight of ongoing or planned projects

Special Projects

Special Projects are any services performed, in addition to the standard services previously listed, at the direction of the Board and may include but are not limited to the following:


- Assist with and / or coordinate District elections as required by Colorado State Law
- Other projects deemed necessary by the Board of Directors, not included in the scope of services listed in this proposal

Our services will be billed and invoiced monthly on a time and materials basis, in 1/10th hour increments, in accordance with our 2016 Rate Sheet included as Attachment #3 of this proposal. Estimated expense to the District for accounting oversight and support services is \$1,000 to \$1,500 per month, which will of course be dependent on the complexity of services required and provided.

We are available and welcome the opportunity to discuss the details of this proposal with the Board of Directors.

If you agree with the terms of this proposal, please indicate your acceptance below.

Sincerely,



Kurt C. Schlegel

CEO

Kurt@SpecialDistrictSolutions.com

303-662-1999 (o)

303-522-2426 (c)

**Special District Services, LLC Proposal for the Provision of Professional Services
for the Baca Grande Water and Sanitation District**

APPROVED & ACCEPTED this 5th day of DECEMBER, 2016

BACA GRANDE WATER and SANITATION DISTRICT

By: Michael Sully

Title: PRESIDENT, BOARD OF DIRECTORS

Check Issue Date	Payee	Invoice Number	Invoice GL Account	Account Title	Check Amount
90135					
12/09/2016	Allen, Timothy	2016-1110-A	4-500550	Meals and Lodging	14.21
Total 90135:					14.21
90136					
12/09/2016	CDL College Grand Junction	1070	4-500500	Training and Education	1,865.00
Total 90136:					1,865.00
90137					
12/09/2016	Colorado Analytical Lab, Inc.	161116063	4-500250	Testing	56.00
12/09/2016	Colorado Analytical Lab, Inc.	161116069	4-500250	Testing	1,167.00
Total 90137:					1,223.00
90138					
12/09/2016	Colorado Rural Water Assoc	8067	4-500500	Training and Education	100.00
Total 90138:					100.00
90139					
12/09/2016	Crawford, Tad	2016-11-23	4-500500	Training and Education	100.00
Total 90139:					100.00
90140					
12/09/2016	Crestone Eagle Enterprises LLC	1612-EAG	4-500510	Advertising	70.00
Total 90140:					70.00
90141					
12/09/2016	Deluca Gas Company, Inc.	U0124395	4-505020	Aspen TP-Propane	475.76
Total 90141:					475.76
90142					
12/09/2016	Fair Point Communications	1612-243	4-505027	Office / Cell Phones	378.39
Total 90142:					378.39
90143					
12/09/2016	FirstBank	1611-0401	4-500401	Postage	278.40
12/09/2016	FirstBank	1612-0403	4-500403	Office Supplies	183.92
12/09/2016	FirstBank	1612-0408	4-500408	Computer Support	59.97
12/09/2016	FirstBank	1612-0451	4-500451	Supplies	195.23
12/09/2016	FirstBank	1612-0500	4-500500	Training and Education	35.00
12/09/2016	FirstBank	1612-0550	4-500550	Meals and Lodging	629.95
12/09/2016	FirstBank	1612-0662	4-500662	Vehicle-Repairs and Maint	50.81
12/09/2016	FirstBank	1612-3000	4-503000	Repair & Maint	4.99
12/09/2016	FirstBank	1612-3001	4-503001	Repairs & Maint-Water Mains	88.00
12/09/2016	FirstBank	1612-3019	4-503019	Repair & Maint-Aspen TP	24.70
12/09/2016	FirstBank	1612-5027	4-505027	Office / Cell Phones	278.70
Total 90143:					1,829.67

Check Issue Date	Payee	Invoice Number	Invoice GL Account	Account Title	Check Amount
90144					
12/09/2016	Grand Junction Pipe & Supply	3441157	4-503001	Repairs & Maint-Water Mains	2,654.76
Total 90144:					2,654.76
90145					
12/09/2016	Law of the Rockies	1611-LAW	1-506030	Legal	1,560.53
12/09/2016	Law of the Rockies	1611-LAW	3-517150	Water Rights Acquisition	112.50
Total 90145:					1,673.03
90146					
12/09/2016	Peregrino, Dora	161117-PER	4-503025	Repair & Maint-Office	100.00
12/09/2016	Peregrino, Dora	161201-PER	4-503025	Repair & Maint-Office	100.00
Total 90146:					200.00
90147					
12/09/2016	Potter, Rebecca	2016-1110-P	4-500550	Meals and Lodging	9.82
Total 90147:					9.82
90148					
12/09/2016	Quill	1914548	4-500451	Supplies	33.95
12/09/2016	Quill	1916389	4-500451	Supplies	95.88
12/09/2016	Quill	2087088	4-500403	Office Supplies	45.87
Total 90148:					175.70
16440					
12/02/2016	San Luis Valley HMO	608779	4-530500	Health Insurance	3,218.95-
Total 16440:					3,218.95-
90149					
12/09/2016	San Luis Valley HMO	608779	4-530500	Health Insurance	3,218.95
12/09/2016	San Luis Valley HMO	731104	4-530500	Health Insurance	4,224.56
Total 90149:					7,443.51
90150					
12/09/2016	Skoglund Excavating Inc	2808	4-503002	Repairs & Maint-Sewer(Gravity)	120.00
Total 90150:					120.00
90151					
12/09/2016	Special Dist Management Svcs	9724	1-506040	Management	252.04
12/09/2016	Special Dist Management Svcs	9725	1-506040	Management	79.20
12/09/2016	Special Dist Management Svcs	9726	1-506040	Management	303.60
12/09/2016	Special Dist Management Svcs	9728	1-506045	Accounting	1,980.00
12/09/2016	Special Dist Management Svcs	9729	1-506045	Accounting	264.00
12/09/2016	Special Dist Management Svcs	9730	1-506040	Management	343.20
12/09/2016	Special Dist Management Svcs	9732	1-506045	Accounting	78.00
12/09/2016	Special Dist Management Svcs	9733	1-506040	Management	237.60
Total 90151:					3,537.64

Check Issue Date	Payee	Invoice Number	Invoice GL Account	Account Title	Check Amount
90152					
12/09/2016	TZA Water Engineers, Inc.	4607.04-5	3-517215	Aspen WWTF	14,156.10
12/09/2016	TZA Water Engineers, Inc.	4607.04-5	3-517215	Aspen WWTF	553.50
12/09/2016	TZA Water Engineers, Inc.	4617.01-25	4-506020	Professional Fees	695.70
12/09/2016	TZA Water Engineers, Inc.	4617.01-25	4-506020	Professional Fees	1,355.70
12/09/2016	TZA Water Engineers, Inc.	4617.01-25	4-503333	Bio Solids Disposal	180.00
12/09/2016	TZA Water Engineers, Inc.	4617.01-25	4-503333	Bio Solids Disposal	577.50
Total 90152:					17,518.50
90153					
12/09/2016	UNCC	216110057	4-500530	Locates	8.58
Total 90153:					8.58
90154					
12/09/2016	US Fish and Wildlife Service	USFW-1611	4-500100	Raw Water USFSWS	4,641.13
Total 90154:					4,641.13
90155					
12/09/2016	Valley Communications	1610-VAL	4-505025	Shop, Office, Yard	102.00
Total 90155:					102.00
90156					
12/09/2016	Varisco, Ramaa	2016-11-VAR	4-120070	Accounts Receivable	48.53
Total 90156:					48.53
90157					
12/09/2016	Waste Management Monte Vista	0970441-252	4-505029	Trash and Recycling Services	153.44
Total 90157:					153.44
90158					
12/09/2016	White, Bear Ankele Tanaka & Wal	1175.002	1-506030	Legal	54.00
12/09/2016	White, Bear Ankele Tanaka & Wal	1175.999	1-506030	Legal	4.16
12/09/2016	White, Bear Ankele Tanaka & Wal	175.0019	1-506030	Legal	112.50
Total 90158:					170.66
90159					
12/09/2016	World Fuel Service, Inc. Land	120934-4110	4-500661	Gas and Oil	612.23
12/09/2016	World Fuel Service, Inc. Land	120934-4110	4-500663	Diesel Fuel	554.46
Total 90159:					1,166.69
90160					
12/09/2016	Xerox Corp.	087168014	4-500402	Copier Lease and Equipment	155.58
Total 90160:					155.58
Grand Totals:					42,616.65

CERTIFICATION OF VALUATION BY COUNTY ASSESSOR

010a

NAME OF TAXING JURISDICTION Baca Grande Water & Sanitation District NEW ENTITY YES NO
 IN SAGUACHE COUNTY, COLORADO on August 25, 2016

USE FOR STATUTORY PROPERTY TAX REVENUE LIMIT CALCULATION ("5.5%" LIMIT) ONLY

IN ACCORDANCE WITH 39-5-121(2)(a) and 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES THE TOTAL VALUATION FOR ASSESSMENT FOR THE TAXABLE YEAR 2016:

1. PREVIOUS YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	1. \$	<u>12,073,444</u>
2. CURRENT YEAR'S GROSS TOTAL TAXABLE ASSESSED VALUATION: ‡	2. \$	<u>11,906,219</u>
3. LESS TIF DISTRICT INCREMENT, IF ANY:	3. \$	<u>0</u>
4. CURRENT YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	4. \$	<u>11,906,219</u>
5. NEW CONSTRUCTION: *	5. \$	<u>65,641</u>
6. INCREASED PRODUCTION OF PRODUCING MINE: ≈	6. \$	<u>0</u>
7. ANNEXATIONS/INCLUSIONS:	7. \$	<u>0</u>
8. PREVIOUSLY EXEMPT FEDERAL PROPERTY: ≈	8. \$	<u>0</u>
9. NEW PRIMARY OIL OR GAS PRODUCTION FROM ANY PRODUCING OIL AND GAS LEASEHOLD OR LAND (29-1-301(1)(b), C.R.S.): Ⓞ	9. \$	<u>0</u>
10. TAXES COLLECTED LAST YEAR ON OMITTED PROPERTY AS OF AUG. 1 (29-1-301(1)(a), C.R.S.):	10. \$	<u>0.00</u>
11. TAXES ABATED AND REFUNDED AS OF AUG. 1 (29-1-301(1)(a), C.R.S.) and (39-10-114(1)(a)(I)(B), C.R.S.):	11. \$	<u>2,316.64</u>

- ‡ This value reflects personal property exemptions IF enacted by the jurisdiction as authorized by Art. X, Sec. 20(8)(b), Colo. Constitution
- * New Construction is defined as: Taxable real property structures and the personal property connected with the structure.
- ≈ Jurisdiction must submit to the Division of Local Government respective Certifications of Impact in order for the values to be treated as growth in the limit calculation; use Forms DLG 52 & 52A.
- Ⓞ Jurisdiction must apply to the Division of Local Government before the value can be treated as growth in the limit calculation; use Form DLG 52B.

USE FOR TABOR "LOCAL GROWTH" CALCULATION ONLY

IN ACCORDANCE WITH ART. X, SEC. 20, COLO. CONSTITUTION AND 39-5-121(2)(b), C.R.S., THE ASSESSOR CERTIFIES THE TOTAL ACTUAL VALUATION FOR THE TAXABLE YEAR 2016:

1. CURRENT YEAR'S TOTAL ACTUAL VALUE OF ALL REAL PROPERTY: ¶	1. \$	<u>110,595,612</u>
ADDITIONS TO TAXABLE REAL PROPERTY		
2. CONSTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS: *	2. \$	<u>820,860</u>
3. ANNEXATIONS/INCLUSIONS:	3. \$	<u>0</u>
4. INCREASED MINING PRODUCTION: §	4. \$	<u>0</u>
5. PREVIOUSLY EXEMPT PROPERTY:	5. \$	<u>0</u>
6. OIL OR GAS PRODUCTION FROM A NEW WELL:	6. \$	<u>0</u>
7. TAXABLE REAL PROPERTY OMITTED FROM THE PREVIOUS YEAR'S TAX WARRANT: (If land and/or a structure is picked up as omitted property for multiple years, only the most current year's actual value can be reported as omitted property.):	7. \$	<u>0</u>

DELETIONS FROM TAXABLE REAL PROPERTY

8. DESTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS:	8. \$	<u>0</u>
9. DISCONNECTIONS/EXCLUSIONS:	9. \$	<u>0</u>
10. PREVIOUSLY TAXABLE PROPERTY:	10. \$	<u>420,338</u>

- ¶ This includes the actual value of all taxable real property plus the actual value of religious, private school, and charitable real property.
- * Construction is defined as newly constructed taxable real property structures.
- § Includes production from new mines and increases in production of existing producing mines.

IN ACCORDANCE WITH 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES TO SCHOOL DISTRICTS:

1. TOTAL ACTUAL VALUE OF ALL TAXABLE PROPERTY	1. \$	<u>110,595,612</u>
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NOTE: ALL LEVIES MUST BE CERTIFIED TO THE COUNTY COMMISSIONERS NO LATER THAN DECEMBER 15.