



**NOTICE OF REGULAR MEETING and AGENDA
BACA GRANDE WATER AND SANITATION DISTRICT BOARD of DIRECTORS**

WHEN: Wednesday, July 19, 2023

TIME: 9:00 AM

WHERE: **TELECONFERENCE VIA Zoom** [Ctrl+click to join Zoom meeting](#) (see below)

<u>Board of Directors</u>	<u>Office</u>	<u>Term/Expiration</u>
Viva Lawson	President	2025/May 2025
John Loll	Vice-President	2025/May 2025
Mike Smith	Treasurer/Secretary	2027/May 2027
Rick Hart	Director	2025/May 2025
David Karas	Director	2027/May 2027

I. **CALL TO ORDER**

- Present disclosures and potential conflicts of interest
 - Board Roll Call
-

II. ***APPROVE AGENDA**

III. ***CONSENT AGENDA**

Action: to approve

These items are considered 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.

a. Approve Minutes from the June 22, 2023 Regular Meeting

b. Approve Minutes from the June 28, 2023 Special Meeting

c. Review and accept unaudited financial statements for the period ending June 30, 2023 and current schedule of cash position (enclosure)

IV. **PUBLIC COMMENT (ITEMS NOT ON THE AGENDA ONLY. NO ACTION MAY BE TAKEN)**

Per Colorado Open Meetings Law, no Board discussion or action will take place until a later date, if necessary. Speakers must identify themselves with their full name and address. Each speaker's comments are limited to three minutes or less.

V. **FINANCIAL MATTERS**

a. Review and approve the check register for the period ending July 19, 2023 (enclosure)

General	\$ 2,695.00
Capital	\$ 120.00
<u>Enterprise</u>	<u>\$ 32,494.30</u>
	\$ 35,309.30

VI. BOARD AND STAFF REPORTS

- a. Board of Director Matters
 - Search committee update
 - b. District Engineer Report (enclosure)
 - Ratify the proposal/work order for the 2023 Water Loss Prevention Project submitted by Element Engineering
 - c. District Manager Report (enclosure)
 - d. Administrative Manager's Report (enclosure)
 - e. Director of Utilities Report (enclosure)
-

VII. LEGAL MATTERS

VIII. EXECUTIVE SESSION

Adjourn to Executive Session pursuant to C.R.S. § 24-6-402(4) (a), (b), and (e), which respectively concern the purchase or lease of real property, specific legal advice from counsel, and determining positions relative to matters subject to negotiation regarding the lease rate for the next 20-year term of the Water Service Agreement and the terms and conditions for continued provision of sewer service to the Town of Crestone as well as negotiations related thereto and C.R.S. § 24-6- 402(4) (f), for discussion of personnel matters involving the District Manager position.

IX. ADJOURN

**NEXT REGULAR MEETING IS SCHEDULED FOR
August 16, 2023, at 9:00 AM**

Join Zoom Meeting

<https://us02web.zoom.us/j/87269124750?pwd=ZmZVcTd2Y0UycW0vRmFWNS9wTU5WQT09>

Meeting ID: 872 6912 4750 -- Passcode: 638055 -- One tap mobile - Dial by your location +1 346 248 7799 US (Houston)



DISTRICT MANAGER REPORT

To: Boca Grande Water and Sanitation District Board of Directors
 From: JoAnn Slivka, District Manager
 Date: July 12, 2023

MASTER PLAN

Grants and Loans

- **United States Department of Agriculture- Rural Development (USDA-RD Apply) Wastewater Improvements Project**
 - The loan application for the Wastewater Improvements Project was submitted to RDApply on June 23, 2023.

- **Colorado Department of Public Health and Environment Drinking Water Revolving Fund (CDPHE DWRP) Pre-Loan Planning Grant Project #960062D-Q**

The District received a grant of up to \$10,000 from CDPHE that will help defray the costs of the documents required by the Revolving Fund program for the Water Improvement Project.

 - Pay Request #4 has been submitted for \$96.00 leaving the fund balance at \$1872.00.
 - Element Engineering submitted the draft water system improvements Project Needs Assessment (PNA) for staff review. We will send to the Board for their review and schedule a meeting for discussion. Element will create a summary handout as they did for the wastewater PER. Part of the PNA packet included a copy of the District's organization chart. I have submitted an updated chart for the PNA.

- **Saguache County Grant - Water Loss Prevention Project**

The Saguache County Board of Commissioners approved our application for grant funds towards our Water Loss Prevention Project. The commissioners approved funding for the total request of \$137,000.

 - Element Engineering has submitted a proposal for engineering services for this project. The proposal is included in your packet for ratification at the July 19 meeting. Element kept the same engineering amount as listed in the original cost estimates used for the grant application. Per Element, they did not include bidding services in the original estimates, so they broke that out separately. This will allow a transparent process for contractor procurement.

The proposed fee for this work shall not exceed the following:
 Construction Plans and Specifications: \$7,000, Bid Documents and Bidding Process: \$8,500

 - Next steps: Element needs the general location of the water meter vaults and the PRV vault. Once they get a general idea of the locations, they can model the PRV's and fine tune the locations with Gary.

LINE EXTENSIONS

- **590-CR Hillcrest Line Extension:** At its June meeting the Board approved the recommended award to Cooley and Sons Excavating, Inc. in the amount of \$80,250.
 - Notice of Award was signed on June 23, 2023.
 - The District has executed the following documents with Cooley and Sons:
 - Contract Agreement
 - Notice to Proceed
 - Payment Bond
 - Performance Bond
 - Mr. Marcotte and Westley Ferraro, Construction Services Manager for Element Engineering will hold a Pre-Construction meeting for the Hillcrest Overlook Project on Thursday, July 20. Participants will include Cooley and Sons, District personnel the Property owner and her General Contractor.

2022 AUDIT

- An extension of time will be needed to file the Baca Grande Water and Sanitation District 2022 audit. The Auditors received the audit documents in June but still needed the pension information from PERA. This document became available the week of July 10 and was submitted directly to the auditor and accountant.

SEARCH COMMITTEE

- As of this writing the Search Committee has met three times.
 - We established goals, set up a dedicated human resources email account, constructed the classified ad and created a dedicated web page on the District website. Classified ads were submitted to several publications throughout Colorado as well as to online groups including but not limited to the Special District Association, American Water Works Association and Colorado Rural Water Association.
 - We have received one application to date.

A MONDAY:

- July 11 was a Monday for District staff
 - Operations staff had a water main break to repair that lasted all day into the evening hours.
 - The District office experienced a power blip that morning that took down our internet service and Utility Billing software. I worked with WSB Computer technicians most of the afternoon to troubleshoot; we restarted the network switches to no avail, finally contacted Ciello, they identified a failed managed switch and sent technicians for a replacement the next day. Our systems were finally up and going by mid-morning Tuesday.

UPCOMING AUGUST:

- August 9 meeting with BOCC
- Audit
- Preliminary AV report and budget preparation

ADMINISTRATIVE MONTHLY REPORT

July 19th 2023

JUNE UTILITY BILLING ACTIVITY		
Customer Utility Billing		
Billing Category	Number of Accts	Amount Billed
Usage Customers Billed - SEWER	810	\$40,207.74
Usage Customers Billed - WATER	831	\$64,925.27
ON/OFF Service	6	\$225.00
LATE FEE	55	\$1,100
TRANSFER	19	\$6,650.00
CONSOLIDATIONS	4	\$5,000
TAP	2	\$20,000.00
W-S HOOK UP & PARTS	5	\$7,150.00
EQR	27	\$785.75
AOS	3	\$600.00
NSF FEE	3	\$90.00
MISC (PILOT)	1	\$775.98

JUNE XPRESS BILL PAY TRANSACTION ACTIVITY

Product / Service Description	Qty	Unit Price	Line Total
EFT Web Transactions	298	0.49	\$146.02
Credit/Debit Card Web Transactions	464	0.39	\$180.96
Online Banking - Bank Bill Pay Transactions	30	0.25	\$7.50
Lock Box Service Transactions	244	0.48	\$117.12
Toll Free Operator Assisted Transactions	5	0.95	\$4.75
Toll Free IVR Transactions	8	0.95	\$7.60
Support, Maintenance, Hosting - Fee	1	75.00	75.00
EFT Return NSF or Account closed	2	12.00	24.00

Effective 08/01/2023 XBP recurring monthly fees to the District will increase. Please see attached fee schedule at the end of the report.

Town of Crestone Sewer 2023

Town of Crestone Sewer Billing - 2023

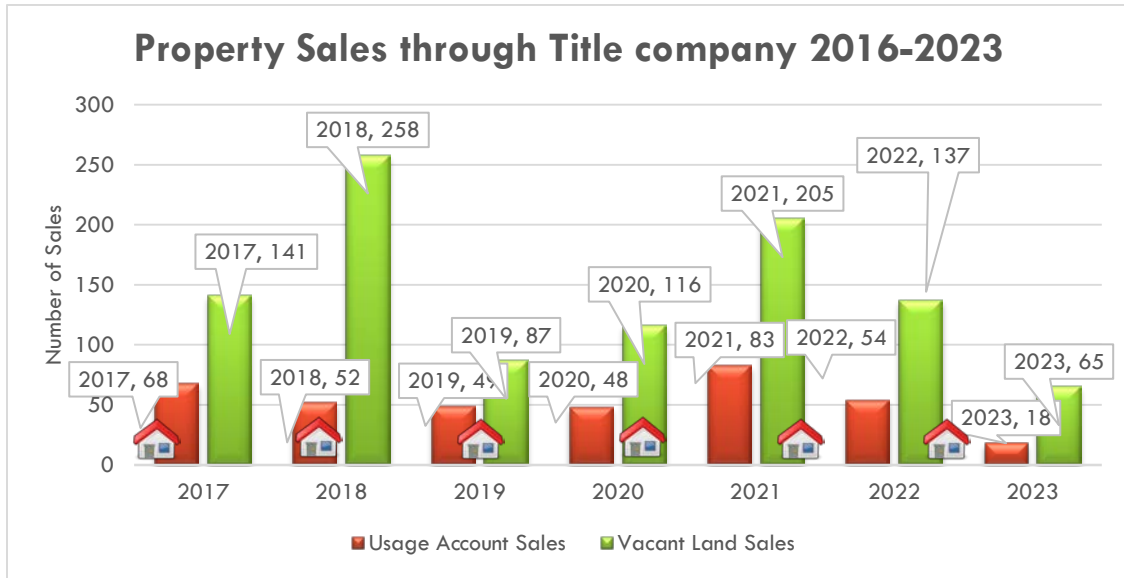
Date	Monthly Total	Monthly Flow	Flow Charges	Average Daily BOD	Monthly BOD	BOD Charges	Paid	Balance Due
January	434,425	3,431,957.50	\$ 3,431.96	54	1674	\$ 1,658.93	Check # 2596	02/28/2023- \$5,090.89
February	404,042	3,191,931.80	\$3,191.33	57	1596	\$1,581.64	Check #2604	03/31/2023- \$4,773.57
March	391,356	3,091,172.40	\$3,091.71	51	1581	\$1,566.77	Check #2612	04/30/2023- 4,658.48
April	484,123	3,825,282.70	\$3825.28	38	1140	\$1,129.74	Check # 2587	05/31/2023- \$4955.02
May	452,229	3,572,609.10	\$3,572.61	43	1333	\$1,321.00		06/30/2023- \$4,893.61
June	474,843	3,751,259.70	\$3,751.26	63	1890	\$1872.99		07/30/2023- \$5,624.25
July								
August								
September								
October								
November								
December								
2023 Totals	2,641,108		\$20,864.75	306	9214	\$9,131.07		

New Rate 10/2022

Rate per 1,000 Gallons of Flow: \$7.900 / 1,000 gallons

Rate per Pound of BOD: \$0.991 / pounds BOD

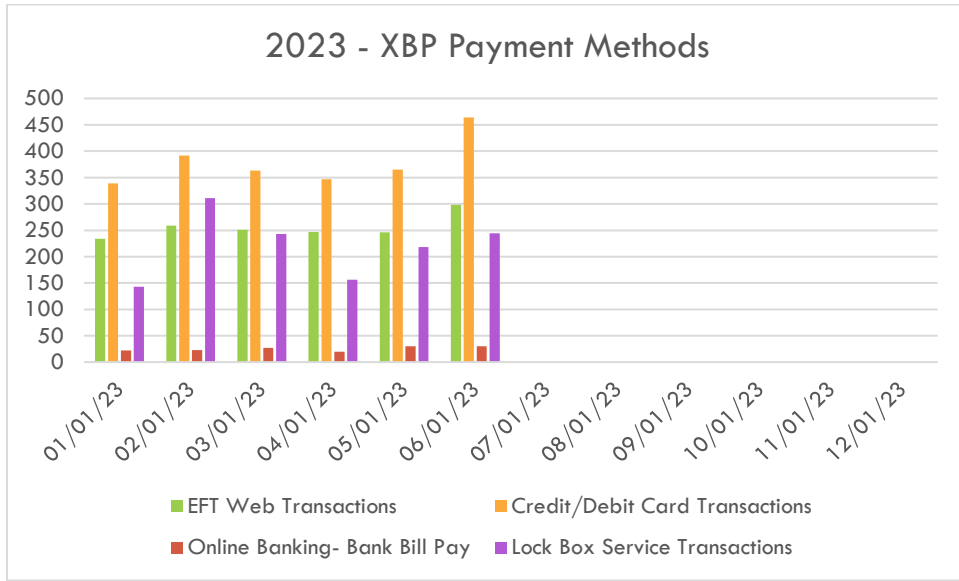
June - 2023- Property Sales: 2 - Homes, 18 - Lots



June - 2023 – Other Sales Statistic Including Name Changes:

June Other Sales			
Type	Vacant Lot	House	Total Charges
Quick Claim Deed	3	2	\$350.00
Warranty Deed	2	0	\$350.00
Treasurer's Deed	0	0	\$0.00
Bargain & Sale Deed	0	0	\$0.00
Contract for Deed	0	0	\$0.00

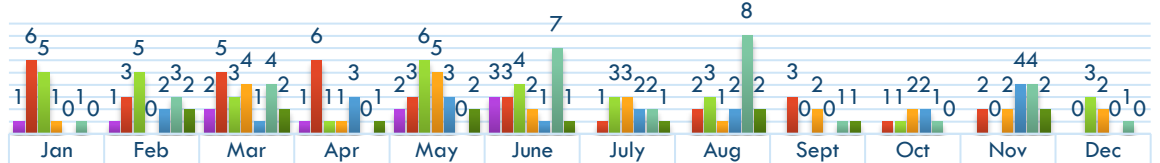
2023 XBP CUSTOMERS PAYMENT METHODS



2023 WATER-SEWER HOOKUP APPLICATIONS

3 – APPLICATION (S) RECEIVED IN JUNE, 10 – TOTAL IN 2023

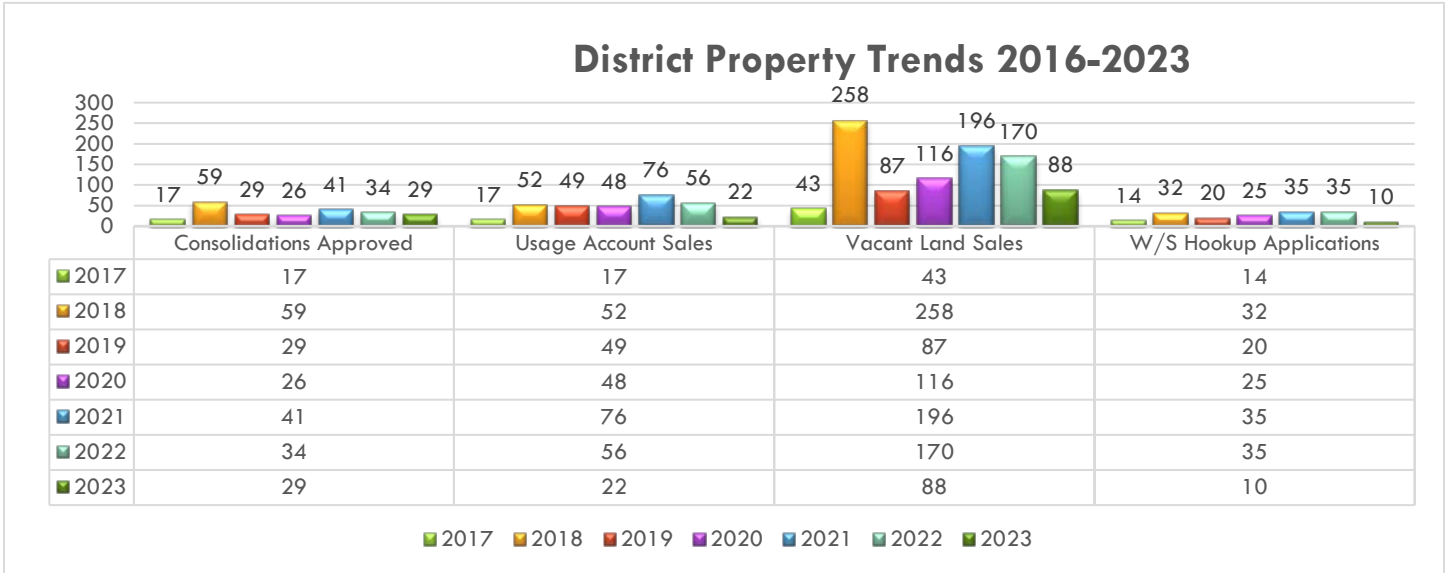
Water-Sewer Hookups 2016-2023



	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2023=10	1	1	2	1	2	3						
2022=35 hookups	6	3	5	6	3	3	1	2	3	1	2	0
2021=35 hookups	5	5	3	1	6	4	3	3	0	1	0	3
2020=25 hookups	1	0	4	1	5	2	3	1	2	2	2	2
2019 = 20 hookups	0	2	1	3	3	1	2	2	0	2	4	0
2018 = 32 hookups	1	3	4	0	0	7	2	8	1	1	4	1
2017 = 14 hookups	0	2	2	1	2	1	1	2	1	0	2	0

■ 2023=10
 ■ 2022=35 hookups
 ■ 2021=35 hookups
 ■ 2020=25 hookups
■ 2019 = 20 hookups
 ■ 2018= 32 hookups
 ■ 2017= 14 hookups

2016-2023 PROPERTY TRENDS



XBP recurring monthly fees to the District.

Fee Schedule	
Effective 8/1/2023	
<u>Recurring Monthly Fees</u>	
Credit Card Processing (per transaction)	\$ 0.58
EFT Online Payments (per transaction)	\$ 0.62
EFT Returned Items	
(Invalid account number or unable to locate account)	\$ 7.00
(NSF or Closed Account)	\$ 14.00
(Customer Stop Payment)	\$ 30.00
Bank Bill Pay (per transaction)	\$ 0.25
Pay by Text (per transaction)	\$ 0.25
Lock Box Service (per transaction)	* \$ 0.58
Integrated Remote Deposit (per transaction)	* \$ 0.58
Toll Free Operator Assisted Payments (per transaction)	* \$ 1.25
Toll Free IVR Assisted Payments (per transaction)	* \$ 1.25
XBP Deposit Account Withdrawals	
(6 free per month then \$6.25 each)	
Monthly Support & Hosting	
(\$0.02 per billing statement hosted. Minimum \$100.00)	
Monthly Xpress Deposit Account Maintenance Fee	
(Waived if you keep a \$25,000.00 minimum balance in your Xpress Deposit Account)	\$ 29.00
* if service is activated	

Office & Administrative Activities:

LIHWAP: In June we received a payment from LIHWAP that was applied to four of our customers in the total amount of \$719.56.

PILOT: The District received a payment in lieu of taxes from Pundarika Foundation in the amount of \$775.98 for 2022 and 2023 years. We are thankful for their support.

SDA Workshop: Natalie attended SDA conference in Salida that was held on June 12th.

Grants: CSDPLP safety grant was approved in the amount of \$2,533.76 and we are currently awaiting a payment.

Pre-certification process: Two drafts of pre certification is finished, more verification needed. Draft letter will be presented to the Board in August meeting.

AOS Verification Project: Administrative and Operation Staff continues to work on AOS verifications for properties with NO AOS, Water Only & Sewer Only Services. Few more properties will require field verifications.

Water Outage: Water Main break July 10. Customers were called and informed. Notice was posted on the BGWSD website.

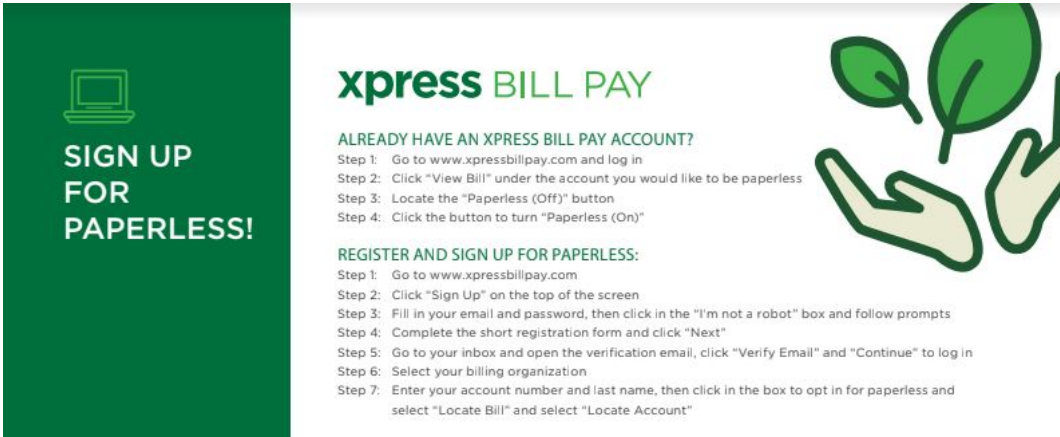
Sewer Line Repair: July 11th – was cancelled. Once new date is scheduled, notifications will be posted and emailed to customers.

Delinquent water shut off:

In the month of July there were none delinquent water shut off.

July's Billing Message: Check out the "Clear Streams" Blog of BGWSD featuring various topics, visit <https://www.bacawater.com/clear-streams>. Our offices will be closed to celebrate Independence Day on Tuesday, July 4th. Questions about paying your bill online? Call (385) 218-0343 or email support@xpressbillpay.com.

This month, we also sent inserts advertising for Paperless Billing.



The image shows a sign-up guide for Xpress Bill Pay. On the left is a green box with a laptop icon and the text "SIGN UP FOR PAPERLESS!". To the right, under the "xpress BILL PAY" logo, are instructions for existing and new users. An illustration of hands holding leaves is on the far right.

xpress BILL PAY

ALREADY HAVE AN XPRESS BILL PAY ACCOUNT?

Step 1: Go to www.xpressbillpay.com and log in
Step 2: Click "View Bill" under the account you would like to be paperless
Step 3: Locate the "Paperless (Off)" button
Step 4: Click the button to turn "Paperless (On)"

REGISTER AND SIGN UP FOR PAPERLESS:

Step 1: Go to www.xpressbillpay.com
Step 2: Click "Sign Up" on the top of the screen
Step 3: Fill in your email and password, then click in the "I'm not a robot" box and follow prompts
Step 4: Complete the short registration form and click "Next"
Step 5: Go to your inbox and open the verification email, click "Verify Email" and "Continue" to log in
Step 6: Select your billing organization
Step 7: Enter your account number and last name, then click in the box to opt in for paperless and select "Locate Bill" and select "Locate Account"

Upcoming:

- July 26th SDA Leadership Academy Event
- July 27th Implementation of "Real time payments" with Xpress Bill Pay and Caselle.

- September – November 2023 Annual Certification of delinquent Accounts.
- September 12th-14th SDA Annual Conference.

Mark Your Calendars and Start Making Your Plans...

The 2023 SDA Annual Conference Will Be Here Before We Know It!

We are so excited for this year's SDA Annual Conference, September 12-14 at the Keystone Conference Center! (Remember, that's *Tuesday, the 12th through Thursday, the 14th*!)

Due to the huge benefits for all of our attendees, we are bringing back our hybrid format, with both an in-person and livestreaming option. Our keynote presentations and breakout sessions will once again be livestreamed to a convenient online platform that will provide access for those who would like to join us remotely (they will also be recorded). And, these recordings will be available after Conference so all attendees can go back and watch the sessions again, either as a refresher or to catch up on anything they missed.

Conference will begin first thing on Tuesday morning with breakfast, the singing of the National Anthem, and the Presentation of the Colors. Immediately following these opening events, we are going to kick off the day with an incredible keynote speaker, Meagan Johnson. Meagan is a generational expert and understands the differences between Baby Boomers, Gen Xers, and Millennials. More importantly, she has great insight into how all these generations can work together successfully.

We will be celebrating this year's annual award winners on Tuesday at our Awards Luncheon. Two years ago we moved this special lunch to the first day of Conference, and we have enjoyed having the extra time to celebrate our winners. This is a wonderful opportunity to recognize all of our very deserving winners from the get-go, and we are looking forward to it again this year!

Tuesday's lunch will also feature keynote speaker, Paul Long. Paul leverages his concept of "Fundamism" to deliver a keynote unlike anything you've experienced before! Through his FUNdamentals, Paul will empower you to make strides in improving your quality of life at home and at work.

After a busy day filled with educational breakout sessions, we will wrap-up with appetizers on the patio followed by our Opening Night Extravaganza. As always, this will be a great way to unwind and visit with your fellow attendees with good food, good entertainment, and good fun for all.

Wednesday will feature two more amazing keynote speakers at breakfast and lunch as well as a plethora of information-packed breakout sessions. Our breakfast speaker, Colette Carlson, helps leaders master their ability to communicate and connect on deeper levels. At lunch we'll be joined by Christine Porath, who is a leading authority on the importance of workplace civility.

Back by popular demand is our Boots and BBQ event on Wednesday evening! This has been a huge

hit the last two years so we are bringing it back again! Enjoy delicious BBQ and music on the beautiful Conference Center patio while you catch up with your colleagues from the special district world.

Thursday morning will kick-off with a keynote presentation from the always funny (and insightful) Ross Shafer followed by our final breakout sessions. We will then conclude the entire event with a Grab-and-Go lunch that you can stay and enjoy before heading home or take with you in the car. This flexible lunch option has been successful the last two years so we are happy to offer it again.

Thursday will be a full day, and we will end at the perfect time to get you back on your way.

As always, we are excited to be working with all of our wonderful sponsors this year! In addition to our Gold, Silver, and Bronze sponsors, we also have 17 Platinum Sponsors! Below is the complete list for 2023:

- » Colorado Special Districts Property and Liability Pool
- » COLOTRUST
- » Community Resource Services of Colorado (CRS)
- » CSAFE
- » TCW Risk Management
- » Colorado Employer Benefit Trust (CEBT)
- » Ramey Environmental Compliance
- » Collins Cole Flynn Winn & Ulmer
- » Streamline
- » Gregory and Associates
- » Spencer Fane LLP
- » Colorado SIPA
- » Fromm & Company LLC
- » Cockrel Ela Glesne Greher & Ruhland, PC (CEGR Law)
- » Pinnacle Consulting Group, Inc.
- » GovDeals
- » Alliance Association Bank (*new for 2023!*)

All and all, we have a wonderful three-day event planned! Registration will open in early July so watch your emails and the SDA website at www.sdaco.org for more details as they become available.

Don't forget that the code for room reservations will also be available on our website in early July.

Start making your plans now, and we will see you in Keystone, September 12-14! 🍷

SUPPORTING COMMUNITY-BASED GOVERNMENT 35A30 OPS

Baca Grande Water and Sanitation District Monthly Operations Report

July 19th, 2023



Picture of new monitoring equipment display At Aspen WWTP



Pictures of water main break at 2212 Spanish Creek Way.

Facilities and Staff Updates

In Service

Repaired
last month

Out of
Service

Water Facilities											
Well 18		Moonlight Transfer Station		Ridgeview Transfer Station		Fallen Tree Transfer Station		Pinecone Booster Station		Shumei Booster Station	
Pump 1	Pump 2	Pump 1	Pump 2	Pump 1	Pump 2	Pump 1	Pump 2	Pump 1	Pump 2	Pump 1	Pump 2

Wastewater Facilities									
Aspen WWTP		Stables Lift Station		Wagon Wheel Lift Station		MHE Lift Station		Dharma Ocean Lift Station	
Pump 1	Pump 2	Pump 1	Pump 2	Pump 1	Pump 2	Pump 1	Pump 2	Pump 1	Pump 2

Service Vehicles				
Truck 1	Truck 2	Truck 3	Truck 4	Truck 5

Equipment				
Vector Truck	Dump Truck	Backhoe	Skid steer	Excavator

- **Dharma Ocean**
 - Pump 2 has failed. Pump is being evaluated.
- **Well 18**
 - The Motor for Well 18 Booster Pump 2 has been repair, reinstalled and is full operational.
 - Spare motor is being evaluated for premature failure.
- **Vector Truck**
 - Vector still has loss of power issue, we are on our 4th mechanic trying to identify the problem. Hoping to have this issue resolved soon.

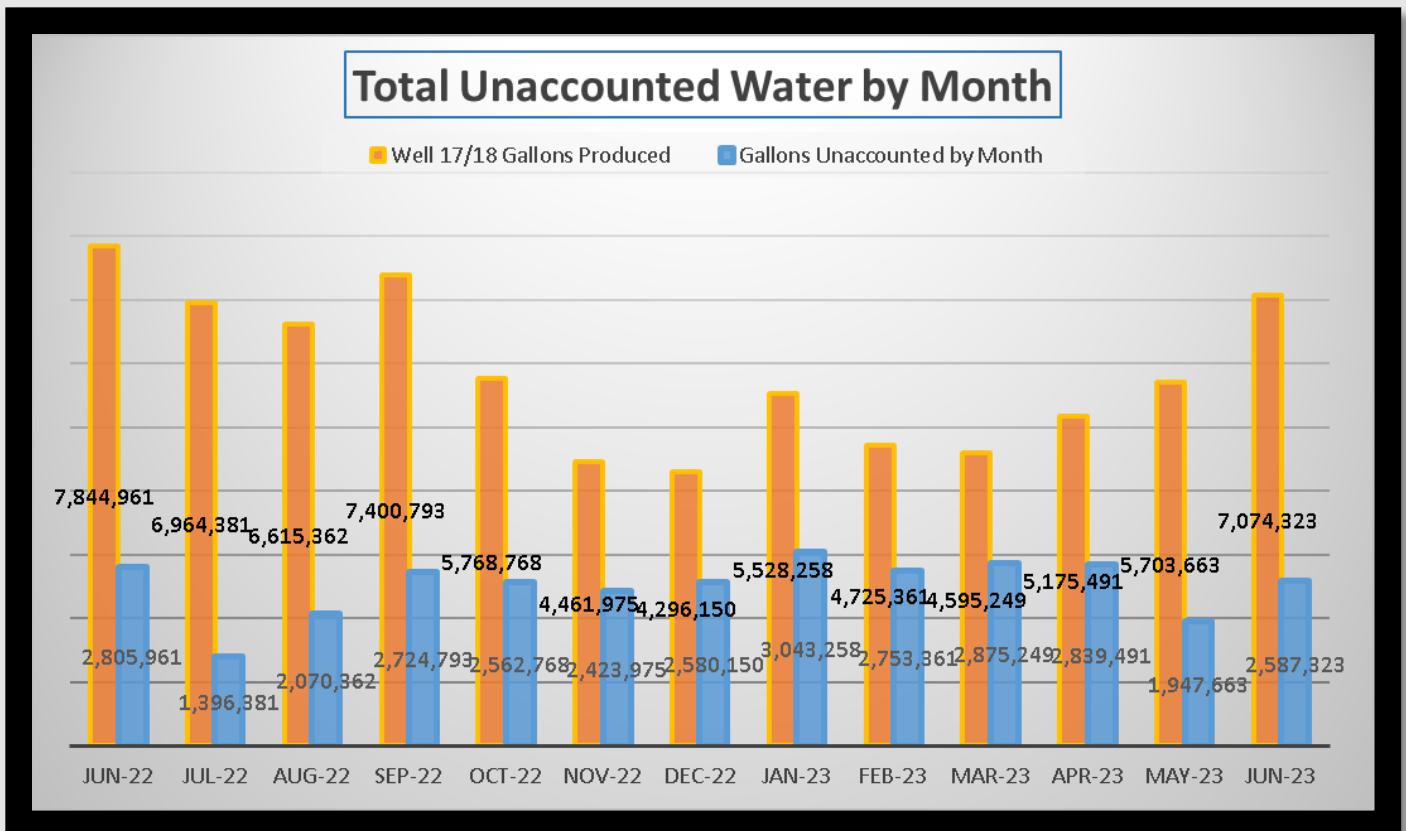
- **Accidents**
 - Happy to report no accidents in June!!

Operations Updates

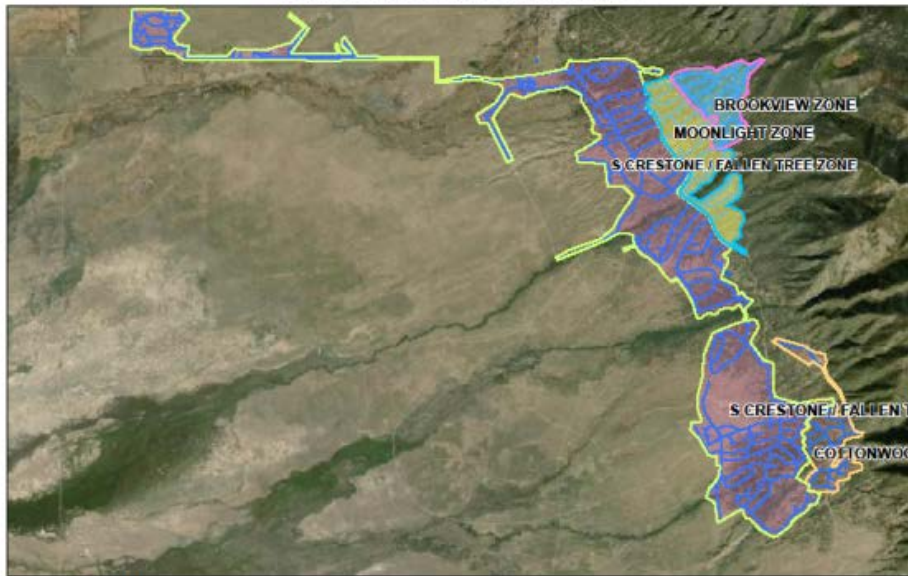
- **Water Conservation Plan**
 - We received grant funding from the county
 - The funds will be used for project that will help us narrow our focus in our search for water loss.
 - Meet with the District Engineer and discussed locations for the two meter vault and two pressure regulating valves.
- **Water Main Break on Spanish Creek**
 - On July 10th Operation staff repair leaking water main on Spanish Creek Road
- **Sanitary Sewer Overflow**
 - On June 26th Operations Staff identified and repaired a Sanitary Sewer Overflow near Wagon Wheel Lift Station.
- **Meter Pit Issues**
 - We received 20 MXUs (radio reading devices) and 15 meter in June.
 - Long Lead times continue to be an issue
- **Aspen Online Monitoring Equipment**
 - All equipment is online and operational.
 - The equipment is already helping us make better process control decision and operate the plant more effectively.
 - I would like to thank the Board for your support in purchasing this equipment
- **Upcoming Summer Projects**
 - Annual fire hydrant maintenance
 - Currently 241 for 273 Hydrant have been service.
 - Valve exercising and maintenance planned to start soon.
 - SCADA computer upgrade Scheduled for the week of July 17th
 - Annual collection system cleaning and inspections
 - In Process, but have had delays due to equipment issues
 - Dig list (meter pit replacement, sewer mainline repair, etc.) starting now.
- **Unaccounted Water**
 - Wells 17 and 18 produced 7,074,323 gallons of water in the month of June.
 - The District sold its customers 4,487,000 gallons of water in the month of June, leaving 2,587,323 gallons unaccounted for.
 - 37% of the water produced is unaccounted for in the month of June

➤ **Aspen WWTP and Town of Crestone Loading**

- Aspen WWTP averaged 46% of hydraulic loading capacity in the month of June, the Town of Crestone contributed and average of 22% of the treatment plants hydraulic load. Aspen WWTP averaged 51% of organic loading capacity in the month of June. The Town of Crestone contributed an average of 32% of the treatment plants organic load.



BGWSD Unaccounted Water Zone's



12/10/2020, 3:43:14 PM

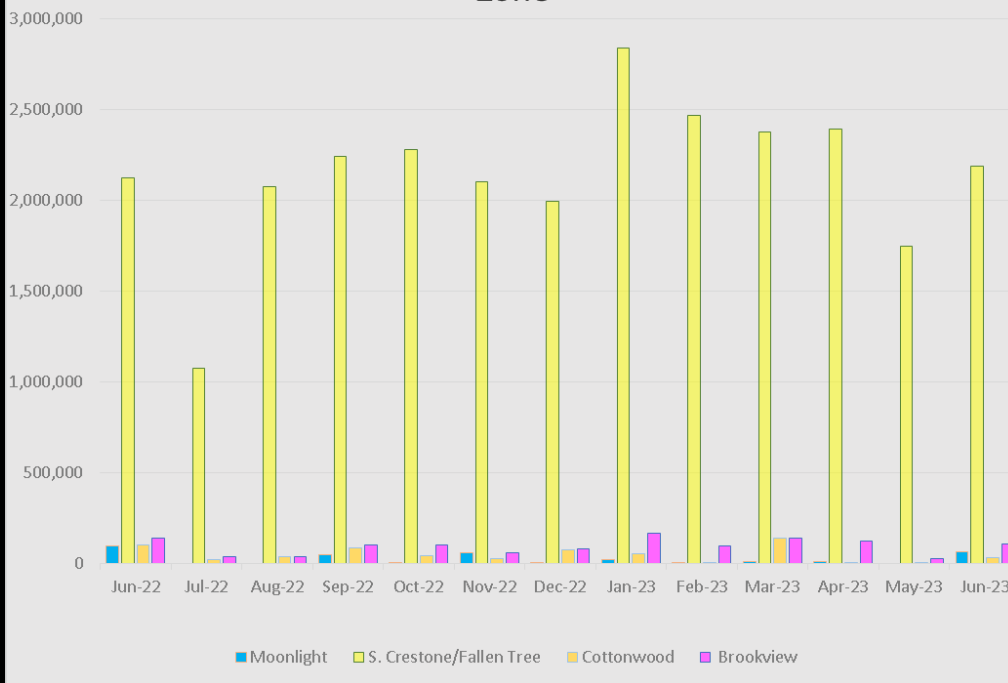
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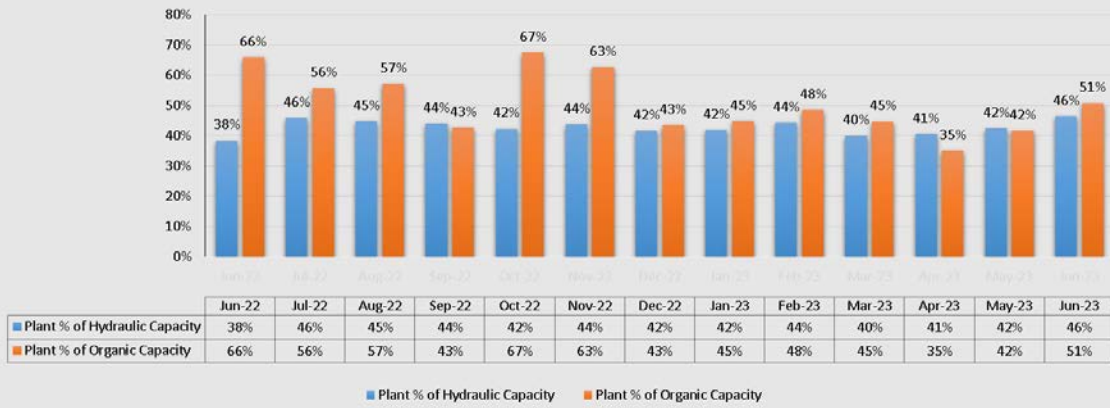
Earthstar Geographics

Base Ortho Rectified and Geotiff
Earthstar Geographics

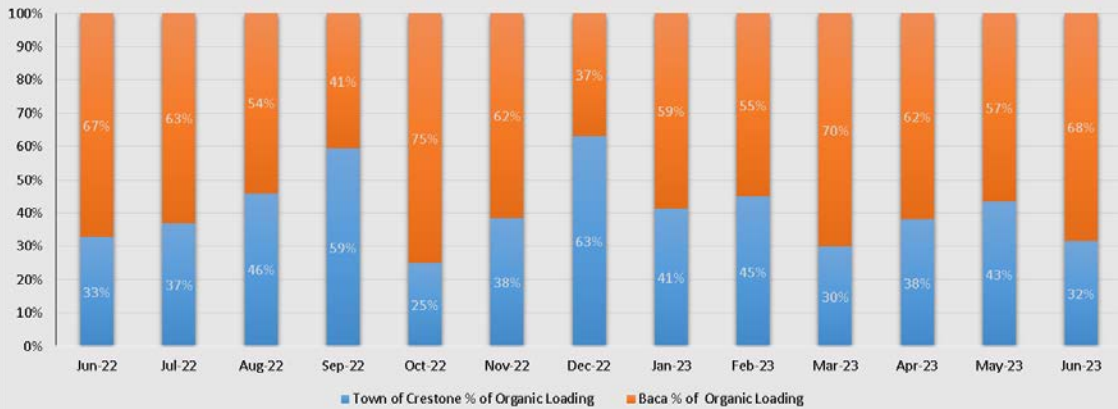
Total Monthly Unaccounted in Gallons by Pressure Zone



Percentage of Plant Capacities by Month at Aspen Wastewater Treatment Plant



Average % of Total Organic Loading of Aspen Wastewater Treatment Plant by Month of 2022-2023



Average % of Total Hydraulic Loading of Aspen Wastewater Treatment Plant by Month 2022-2023

