

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE BACA GRANDE WATER AND SANITATION DISTRICT HELD MAY 20, 2016

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 on Friday, the 20th day of May, 2016, at 9:00 a.m. at the offices of the District, BGWSD Shop, 57 Baca Grant Way South, Crestone, Colorado. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Cindy Reinhardt
Martin Macaulay
Michael Scully
Matthew Ghourdjian
Lynn Drake

Also In Attendance Were:

Lisa A. Johnson and Lindsay Ross (for a portion of the meeting); Special District Management Services, Inc. (via speakerphone)

Zachary P. White, Esq.; White Bear Ankele Tanaka & Waldron, (via speakerphone)

JoAnn Slivka; Administrative Services Manager

Justin DeBon; Operations Manager

Marcus Lock, Esq.; Law of the Rockies (via speakerphone for a portion of the meeting)

See list for other attendees

ADMINISTRATIVE MATTERS

Recognition of Board Members for Service to District: President Reinhardt recognized Directors Grote and DeLuca for their service on the Board and expressed the Board and Staff’s appreciation. She presented Mr. Grote with a plaque and gift card and Ms. Slivka will coordinate presenting the same to Director DeLuca.

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Director Grote expressed his appreciation for the acknowledgement and the opportunity to serve the community.

Oaths of Office: Ms. Slivka administered the oath of office to President Reinhardt and Directors Ghourdjian and Drake.

Appointment of Officers: The Board entered into discussion regarding the appointment of officers.

Director Macaulay nominated Cindy Reinhardt to serve as President of the Board of Directors and upon motion duly made by Director Macaulay, seconded by Director Scully and, upon vote, unanimously carried, the Board appointed Director Reinhardt as President of the Board of Directors.

President Reinhardt nominated Director Macaulay to serve as Vice President of the Board of Directors and upon motion duly made by President Reinhardt, seconded by Director Scully and, upon vote, unanimously carried, the Board appointed Director Macaulay as Vice President of the Board of Directors.

Director Macaulay nominated Director Scully to serve as Treasurer of the Board of Directors and upon motion duly made by Director Macaulay, seconded by Director Ghourdjian and, upon vote, unanimously carried, the Board appointed Director Scully as Treasurer of the Board of Directors.

President Reinhardt nominated Director Drake to serve as Secretary of the Board of Directors and upon motion duly made by President Reinhardt, seconded by Director Macaulay and, upon vote, unanimously carried, the Board appointed Director Drake as Secretary of the Board of Directors.

President Reinhardt nominated Director Ghourdjian to serve as Assistant Secretary of the Board of Directors and upon motion duly made by President Reinhardt, seconded by Director Macaulay and, upon vote, unanimously carried, the Board appointed Director Gourdjian as Assistant Secretary of the Board of Directors.

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Disclosure of Potential Conflicts of Interest: Attorney White 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 White noted that conflicts were filed for applicable Directors at least 72-hours prior to the meeting. President

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Reinhardt 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. Director Macaulay disclosed that he is a Board Member on the Crestone Creative District who has an agenda item for consideration by the Board at this meeting.

ADMINISTRATIVE MATTERS CONT'D

Agenda: President Reinhardt 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 Scully and, upon vote, unanimously carried, the Agenda was approved, as amended.

Correspondence from Mr. Nagel Regarding Request for Waiver of Fees: Mr. Nagel addressed the Board regarding his request to waive charges associated with a water leak on his property. Ms. Johnson recommended charging Mr. Nagel for the water usage lost due to the leak at the lowest tiered rate. Ms. Slivka also recommended offering a payment plan and to waive any late fees during the repayment period as long as payments are received as agreed upon.

The Board discussed with Mr. Nagel and staff the specifics of how the leak was determined, notification of the leak etc. The Board directed Attorney White to work with Ms. Slivka to gather additional information and documentation regarding notification and communication to Mr. Nagel regarding the leak and charges.

The Board deferred a decision at this time and will consider this request at the June Board meeting.

Request to Extend Water Lines from Crestone Creative District and Town of Crestone: Mr. McGregor Gaines addressed the Board regarding a request to extend water and piping to the community entrance kiosk. Mr. DeBon presented an estimate of cost to extend the lines. The Board discussed the estimate as well as the location of the lines, any necessary easements, and monthly usage fees.

Director Drake commented that she would like to see the Town of Crestone commit funds to this project. Director Scully suggested the Property Owner's Association should also be contacted and asked to contribute.

The Board deferred further discussion to allow the requestors to gather additional information.

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Board Member Orientation: President Reinhardt informed the Board that the Board Member Orientation PowerPoint Presentation was given to Directors Ghourdjian and Drake a few weeks before the meeting for their review. There were no questions from Directors Ghourdjian and Drake at this time.

Consent Agenda: The Board considered the following actions:

- Approve Minutes from the March 18, 2016 regular meeting
- Review and accept unaudited financial statements for the period ending March 31, 2016 and April 30, 2016 and current schedule of cash position.

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

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

Status of Administrative Analysis: President Reinhardt updated the Board on the status of the administrative analysis. Upon review of the draft information and further discussions with Director Macaulay, they recommend engaging an independent consultant with expertise in this area to conduct the administrative analysis. They recommended Lonnie Nichols to perform the analysis for an amount not to exceed \$1,200.

The Board discussed the status of the existing analysis and the recommendation in detail.

Following discussion, upon motion duly made by Director Scully, seconded by Director Drake and, upon vote, unanimously carried, the Board approved the engagement of Lonnie Nichols to prepare the administrative analysis for an amount not to exceed \$1,200.

President Reinhardt and Director Macaulay will work directly with Mr. Nichols to refine the scope of work and then Attorney White will draft an agreement for the work.

Joint Meeting with Saguache County Commissioners: President Reinhardt suggested the following dates for the joint meeting:

June 23 or June 30, 2016 at 2 pm, or
June 24, 2016 at 10 am

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Ms. Slivka will coordinate scheduling the meeting with the Saguache County Commissioners.

EXECUTIVE SESSION

EXECUTIVE SESSION: Pursuant to Sections 24-6-402(4)(b), C.R.S., upon motion duly made by Director Scully, seconded by Director Macaulay and, upon an affirmative vote of at least two-thirds of the quorum present, the Board convened in executive session at 10:32 a.m. for the purpose of receiving legal advice, as authorized by Sections 24-6-402(4)(b), C.R.S.

The Board reconvened in regular session at 11:07 a.m.

FINANCIAL MATTERS

Check Register: The Board considered ratifying approval of the check register through the period ending April 15, 2016, as follows:

General Fund	\$	9,096.16
Debt Service Fund	\$	-0-
Capital Projects Fund	\$	-0-
Enterprise Fund	\$	<u>40,597.29</u>
Total Claims:	\$	49,693.48

Following discussion, upon motion duly made by Director Scully, seconded by President Reinhardt and, upon vote, unanimously carried, the Board ratified approval of the check register for the period ending April 15, 2016.

The Board then considered the approval of the check register through the period ending May 20, 2016, as follows:

General Fund	\$	4,875.72
Debt Service Fund	\$	-0-
Capital Projects Fund	\$	20,366.50
Enterprise Fund	\$	<u>60,949.96</u>
Total Claims:	\$	86,192.18

Following discussion, upon motion duly made by Director Macaulay, seconded by Director Scully and, upon vote, unanimously carried, the Board approved the check register for the period ending May 20, 2016.

Financial Summary: Ms. Ross presented areas of interest contained within the April 30, 2016 financial statements.

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Summary of Water and Sewer Rate Study: Discussion was deferred.

Acknowledgement of Banking Relationship with FirstBank The Board reviewed a document prepared by FirstBank acknowledging a banking relationship between the District, Special District Management Services, Inc. and FirstBank.

Following discussion, upon motion duly made by Director Macaulay, seconded by Director Scully and, upon vote, unanimously carried, the Board approved and executed a document prepared by FirstBank acknowledging the banking relationship between the District, Special District Management Services, Inc. and FirstBank.

PUBLIC COMMENT

Public Comment: Mr. Frank Judson addressed the Board. He is interested in learning about the long range financial viability of the District. President Reinhardt explained that much of the financial information such as annual budgets and monthly financial statements can be accessed on the District's website.

OFFICE ADMINISTRATION

Administrative Follow-Ups: Ms. Slivka gave an update on the Xpress Bill Pay Online Banking option that is now being utilized by customers.

OPERATIONS

Operational Follow-Ups: Mr. DeBon informed the Board that he successfully sold the old dump truck and has received the new replacement dump truck.

Water Tank Cleaning and Inspection: Mr. DeBon summarized the proposals received to clean and inspect the water tanks. Mr. DeBon recommends engaging Marine Diving Solutions to perform the work.

Following discussion, upon motion duly made by Director Macaulay, seconded by Director Drake and, upon vote, unanimously carried, the Board approved an independent contractor agreement with Marine Diving Solutions for the cleaning and inspection of the water tanks.

Low Water Pressure Customer Billing: Discussion was deferred to the June meeting.

CAPITAL IMPROVEMENTS

Capital Funding Sources and Uses: Ms. Johnson presented and the Board reviewed the Capital Funding Sources and Uses worksheet.

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Stables Lift Station Improvements Project: Mr. DeBon informed the Board that the project is complete.

Status of Flow Equalization Basin Project: Ms. Johnson informed the Board that she and Mr. Simons recently met on the timeline for the project. Mr. Simons has also met with Mr. DeBon regarding the same information.

LEGAL MATTERS

Enforcement of District Marijuana Policy and Proposed County Marijuana Regulations: President Reinhardt informed the Board that she attended the public meeting with Saguache County Commissioners regarding the rules governing marijuana cultivation. It seems the County is attempting to draft rules governing this issue but it will likely be quite some time before they are complete.

Attorney White discussed with the Board certain concerns expressed by staff related to the implementation and enforcement of the District's Marijuana Policy, and discussed various options for enforcing the same. The Board directed to provide comments and suggestions for enforcement of the Policy to Attorney White.

Further discussion was deferred to the June meeting.

Xpress Bill Pay ("XBP") Agreement Update: Attorney White informed the Board that during the contract negotiations process, XBP accepted all of his requested revisions with the exception of the venue which would govern the agreement should there be any contractual disputes. Attorney White asked that the laws in Colorado govern the contract. XBP explained that they have over 390 clients in more than 28 states and therefore require the venue to be Utah.

The Board acknowledged the information presented above and expressed that they have no issues venue in Utah.

OTHER BUSINESS

Other Business: There was no other business.

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ADJOURNMENT


There being no further business to come before the Board at this time, upon motion duly made, seconded, and upon vote, unanimously carried the meeting was adjourned.


Respectfully submitted,

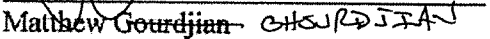
By  Secretary for the Meeting

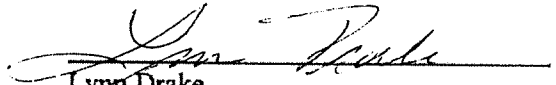
THESE MINUTES ARE APPROVED AS THE OFFICIAL MAY 20, 2016 MINUTES OF THE BACA GRANDE WATER AND SANITATION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:


Martin Macaulay


Cindy Reinhardt


Michael Scully

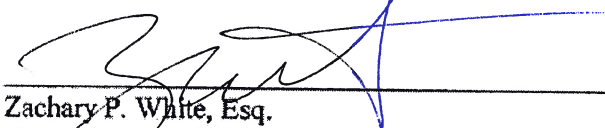

Matthew Gourdjian - GHSURDJIAN


Lynn Drake

RECORD OF PROCEEDINGS

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 May 20, 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 that a portion of 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.








Zachary P. White, Esq.
General Counsel
Baca Grande Water and Sanitation District



Bacawater Water and Sanitation District
P.O. Box 520 | 57 Bacawater Way S
Crestone, CO 81131-0520

May 20, 2016

Board of Directors Sign-in

Lynn Drake	
Matthew Ghourdjian	
Martin Macaulay	
Cindy Reinhardt	
Michael Scully	



Baca Grande Water and Sanitation District
 P.O. Box 520 | 57 Baca Grant Way S
 Crestone, CO 81131-0520

May 20, 2016

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
Ed Nage	66758 CR 2, Moffet	719-429-2672	Yes	Excessive fees
Nick Drak	3385 Genial Way	719-256-4790	NO	NONE
Kyle S. Gerate	P.O. box 207 Crestone CO 81131	614-402-7867		
McGueen GAWA	PO Box 627 1973 Highland Ave	937 7686	Yes	water line to planter / kiosk
Frank Jackson	803 C Chalk Hill	303 918 5503 frankjackson@montevest.net	?	



Baca Grande Water and Sanitation District
P.O. Box 520 | 57 Baca Grant Way S
Crestone, CO 81131-0520

Date: April 8, 2016
To: Baca Grande Water and Sanitation District, Board of Directors
From: Lisa A. Johnson, District Manager
Re: April 15, 2016 District Manager's Report

Agenda Action Items

I.C. Consent Agenda

1. Approve Minutes from the March 18, 2016 Regular Meeting.
2. March 31, 2016 Financial Statements and current Cash Position.

I recommend approval of the consent agenda items.

II.A. April 15, 2016 Check Register

The April 15, 2016 check register is enclosed in the board packet. Ms. Slivka and Mr. DeBon have reviewed and recommend approval of the invoices for April.

I recommend approval of the April 15, 2016 check register

Update on Other District Matters not on the Agenda

Administration Analysis

The draft of the Administration Analysis has been transmitted to the committee for review. Directors Reinhardt and Macaulay will meet with Ms. Slivka to assist in the finalization of her portion of the analysis and then the committee will schedule a meeting to discuss the final draft analysis before presenting to the Board.



Baca Grande Water and Sanitation District
P.O. Box 520 | 57 Baca Grant Way S
Crestone, CO 81131-0520

Date: May 11, 2016
To: Baca Grande Water and Sanitation District, Board of Directors
From: Lisa A. Johnson, District Manager
Re: May 20, 2016 District Manager's Report

Agenda Action Items

I.C. Consent Agenda

1. Approve Minutes from the March 18, 2016 Regular Meeting.
2. March 31, 2016 and April 30, 2016 Financial Statements and current Cash Positions.

I recommend approval of the consent agenda items.

II.A. April 15, 2016 Check Register

The April 15, 2016 check register is enclosed in the board packet. Ms. Slivka and Mr. DeBon did review and recommended approval of the invoices for April.

I recommend ratification of approval of the April 15, 2016 check register

II.B. May 20, 2016 Check Register

The May 20, 2016 check register is enclosed in the board packet. Ms. Slivka and Mr. DeBon have reviewed and recommend approval of the invoices for May.

I recommend ratification of approval of the May 20, 2016 check register

II.F. FirstBank Acknowledgement

FirstBank has requested that all of their local government clients acknowledge the banking relationship between the District, Special District Management Services, Inc. and 1stBank. This was a request from the bank's auditor upon completion of their 2014 audit.

I recommend acknowledgement of the banking relationship and execution of the document.

V.C. Low Pressure Issues and Related Billing

It was recently brought to my attention that the District has two accounts that are not paying the monthly water service fee in the amount of \$28 due to low pressure issues at their residences. Ms. Slivka researched the District's records to determine if the Board had approved the waiver of assessing monthly water service fees to these accounts. In one instance, the Board had approved a waiver of fees. In the other instance, no record could be found of a Board approved waiver. I would like to explain in more detail with the assistance of Ms. Slivka and Mr. DeBon the history regarding these accounts and the low pressure issues and solicit updated action from the Board.

Update on Other District Matters not on the Agenda

Administration Analysis

President Reinhardt and Director Macaulay will give an update on the status of the administrative analysis.



May 2016

OPERATIONS MANAGER REPORT

To: Board of Directors, Baca Grande Water and Sanitation District
From: Justin DeBon
Date: March 9 – May 10, 2016

Stables Lift Station: The stables lift station upgrade has been completed and upgraded with new pumps/motors, VFD's for efficient motor control, upgraded float system, upgraded SCADA control, backup power connection and new electrical wiring. The lift station has been operating perfect with no issues.

Main leaks: Spring has brought a lot of breaks and leaks; the largest leak was a 2" line that broke on the wildlife refuge before the refuge office meter and because of its location far out in a field it was difficult to locate, the second large leak was on Peaceful Way when a 20' section of 3" main burst. Another 2" main leak was repaired in the same area at the Wagon Wheel Lift Station. A smaller service line on Serene Way had broken for the 3rd time in two years, instead of repairing the line, a new service line was installed from the main to the customer's meter and the old line was shut off and abandoned. A large leak was repaired on Road-T, a 4-way capped T was leaking and since it will never be used, removing the T and replacing it with straight pipe was the best solution.

Golf Course Well Meter: The meter for the golf course well was due for its 5 year testing and once USFWS completed their test of the meter the test showed the meter was off by 15% which was a failing percent. The meter was removed and sent to the factory for service and while the meter was out, the golf course was switched over to the secondary line to draw water from the Well 18 water system. Keeping up with customer demand, water main break and supplying water for the golf course put a strain on the system and was a challenge for the operations staff, there were no interruptions to customers. The well meter was quickly repaired, returned, installed and tested again but passing this time. Water service to the golf course is now being provided by the dedicated golf course well.

Meter Pit Inspections: Staff started annual meter pit inspections this month. Inspections include looking for damage to the meter radio and stand, meter pit and lid. Interior inspections look for foam insulation pieces in place to prevent freezing or damage. The important piece of the inspections is to look for leaks in the pit, as most leaks happen before the meter and go unnoticed. Inspections are 50% complete and three leaks have been found and repaired.

Management Training Update: The course was called Public utility management, but focused on building leadership skills. Instead of only applying the skills learned to myself and training a group of yes men, I wanted to teach the staff to each be leaders. The goal for myself and the operations team is to develop a group with a vibrant intellectual core who are committed to the purpose of the District, produce extraordinary results, display high integrity and professional expertise.

The first step to achieving this goal was to build a good relationship within the team by learning each person's skills and knowledge, then giving each member duties that allow them to use their skills and knowledge to contribute towards a group goal. The team was given opportunities to so showcase their talent and were given positive feedback in their growth as a team and in their abilities.

While still building on a positive group relationship, the next and current step to achieving the goal is through production and results. Each team member has been given facilities and duties that they are responsible for and accountable for, this provides ownership, pride, accomplishment and a feeling of success that their skills and knowledge growth have been noticed and can be applied to a facility and duty that contributes to the purpose of the District.

Overall building a strong team is still in the beginning stages, changes have been taken very positively, the team is comfortable with each other, moral is high, commitment is strong. The team grows stronger and more knowledgeable every day.

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

1. MHE Lagoon reclamation
2. Screening/Sorting of Aspen spoils area
3. Fire hydrant Maintenance Project
4. Collection System Video Inspection and Cleaning Project
5. Manhole Infiltration Prevention Project
6. Stables Lift Station Upgrade Project
7. Facility Weed Control Project
8. Leak Detection-On going

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~~



Baca Grande
Water And Sanitation
District

Report On District Operations



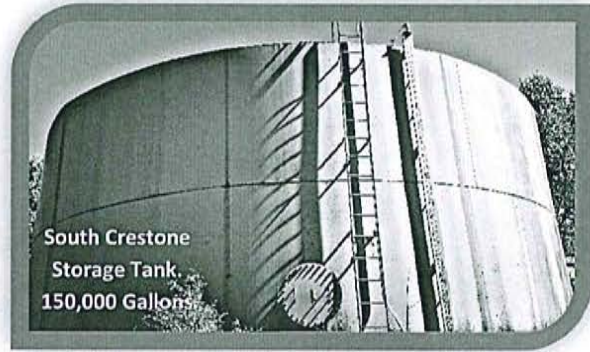
Case 580SN Holding Large Rock.

Operations Report
Baca Grande Water and Sanitation District
May 20, 2016

Report from: March 9 – May 10, 2016

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 Water Usage, Compliance & Testing - Chalets.....2
 Wastewater Compliance & Testing.....3
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District Operations

SSO-Sanitary Sewer Overflow	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Small overflow on Peaceful Way.
Fire Hydrant Maintenance	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Water Main Repairs	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	2" main break on refuge. 3" burst main on Peaceful Way. 2" main repair at Wagon Wheel Lift Station. ¾" service line break on Serene Way, 6" T leaking on RD-T
Collection System Cleaning	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
GPS/GIS	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	New water/sewer hookups
Water/Sewer Hookups	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	New hook up on Willow Creek Way, Brookview Way, Badger Rd, Al Fresco Way, Caprice Way, Splendid Way. Total for 2016: 6
Accidents	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	

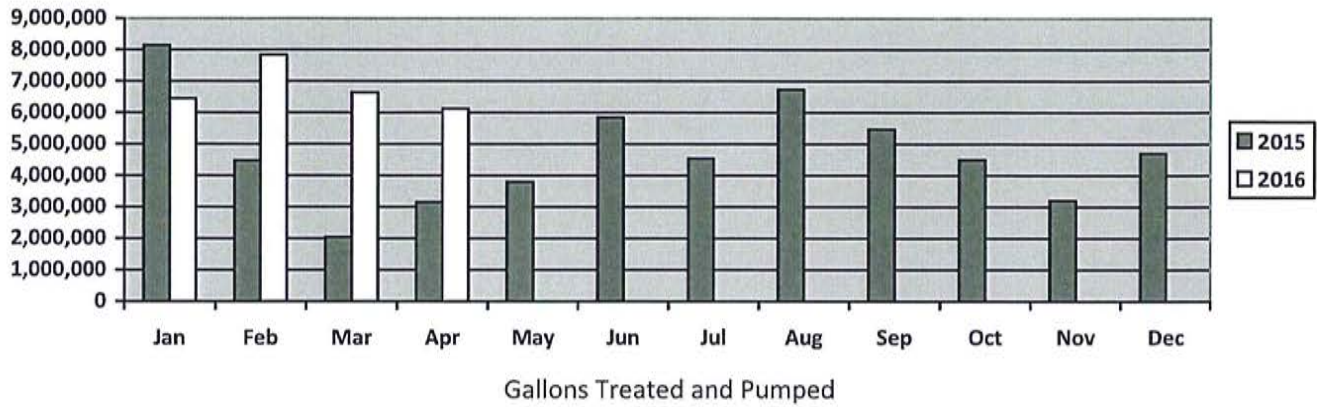
Total Water Treated

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				
June 2016				
July 2016				
August 2016				
September 2016				
October 2016				
November 2016				
December 2016				
Total Treated 2016	27,076,000	8,928,000	6,967,000	18,148,000

Golf Course Well

April 2016	May 2016	June 2016	July 2016	August 2016	September 2016	October 2016
Well 18 used						

Baca Grande Chalet & Casita Park

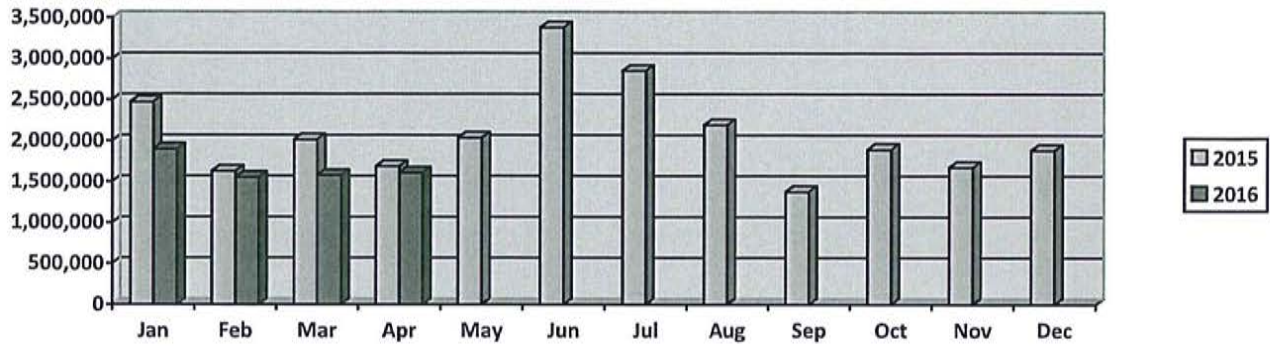


January	February	March	April	May	June
6,457,000	7,841,000	6,654,000	6,124,000		

July	August	September	October	November	December

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				
June				
July				
August				
September				
October				
November				
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		

July	August	September	October	November	December

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					
June					
July					
August					
September					
October					
November					
December					

Bio Solids	Quantity
Stored Bio Solids – Aspen Storage Lagoon	190,600 Gallons
Bio Solids pumped and applied to land application site 2016	0
Bio Solids pumped into Aspen Storage Lagoon 2016.	30,000

Other Reporting

Monthly Safety Meeting	Traffic Safety
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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 – Operational

Drinking Water Distribution System	Wastewater Collection System
Water Mains = 64 Miles	Sewer Mains = 45 Miles
Gate Valves = 528 Units	Manholes = 798
Service Accounts = 702	
Curb Stops = 702	Lift Stations = 5
Fire Hydrants = 278	MHE LS – Operational
Well 17/18 Water Treatment Plant- Facility Fully Operational.	Stables LS – Fully Operational
<u>MHE Motel Well Water Treatment Facility- Decommissioned DEC 2015</u>	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 37% 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
OSHA Trained in Construction Standards for
Excavation

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

Laboratory & Analysis
Operator

New Utility Maintenance
Worker – In Training

Tad Crawford

Heavy Equipment & Safety
Operator

New Utility Maintenance
Worker – In Training
Class A Commercial Driver



Administrative Report - April 15, 2016

To: Baca Grande Water and Sanitation District Board of Directors

From: JoAnn Slivka, Administrative Services Manager

2016 UTILITY BILLING ACTIVITIES

March
Billing

- 🔥 Delinquent account summary:
 - 21 - Delinquent notices mailed – 17 owners, 4 tenants
 - 10 - Paid in full
 - 5 - Paid delinquent balance
 - 1 - Shut off
 - 1 - Pending Neighbors Helping Neighbors assistance
- 🔥 ACH: 159 accounts paid \$9132.52
- 🔥 Late charges billed: 62 usage accounts, 160 AOS accounts
- 🔥 Water turn On/Off fees: 5
- 🔥 Customer Communications: The current billing statement included the following message regarding what should not be flushed down the toilet.

DO NOT FLUSH – SEE THE SPECIAL REMINDER ON THE BACK OF THIS BILL

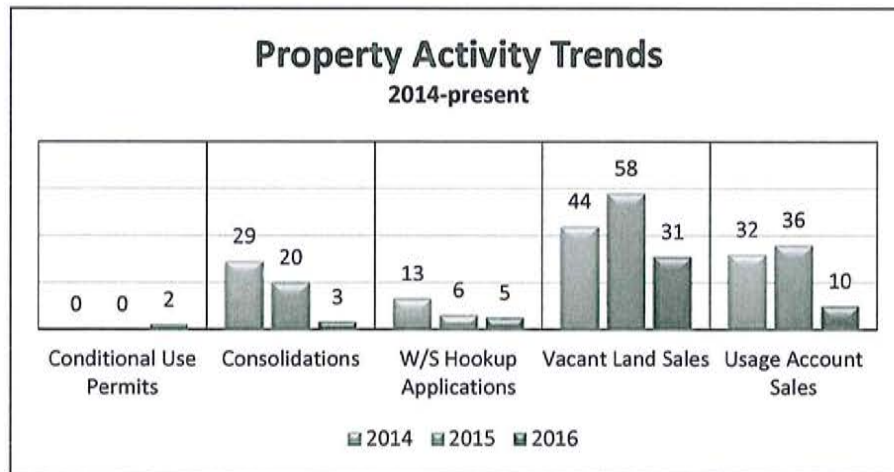
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Attention Valued Customers: Our systems are designed to dispose of very specific items. The drains that connect your home to the main wastewater system are designed to carry water, toilet paper, and human waste. Using your toilet for the disposal of many modern products will often result in blockages and subsequent sanitary sewer overflows.

See the back of this bill for the full message.

Property  
Activity

- 🔥 Transferred Properties:
  - Title Companies: 5 SFRs & 8 lots
  - From County site review: 2 lots
  - Private Sales: 2 lots
- 🔥 Consolidations
  - 0 applications received
- 🔥 New Water-Sewer Hookups
  - 4 New applications received- 3576 Al Fresco, 1649c Willow Creek Way, 157 Moonlight Way, 1489c Badger Rd



## 2016 Projects

### Rate Study Project

Sandy Skibinski continues to compile the data for TZA Engineers on the rate study project capturing billing trends over a full year providing an overall analysis.

### Labor Law

The updated Colorado "Minimum Wage Order 32" poster panel has been posted in the shop/office area as mandated.

List of Contained State Postings include: 2016 Minimum Wage \$8.31 (1/2016)

- Unemployment Posting (6/11)
- DORA Anti-Discrimination Laws(3/11)
- Emergency Information
- Payday Notice
- Workers' Compensation (11/07)
- Workers' Compensation Disability Benefits Warning (7/99)

### Postal Meter Update

Effective April 10, 2016, the United States Postal Service is removing the 2014 surcharge so prices are lowering for mailing services. Meter customers will pay \$0.465 for every metered 1 oz. First-Class Mail letter; a half-cent less than the new retail/stamp rate of \$0.47. We have updated our meter and the new rates will automatically take effect on April 10, 2016.

### Xpress Bill Pay

The Gateway Agreement has been submitted to Xpress Bill Pay. The financial contracts are being reviewed and will require approval signatures.

### 2016 Board of Directors Election

The 2016 Special District Elections has been cancelled.

- SD-11 Notice of cancellation has been posted
  - At the office - 57 Baca Grant Way S
  - At the County Clerk and Recorder's office
  - Published in the April 2016 Crestone Eagle
- After the date of the regular election, May 3, 2016
  - Director oaths will be taken
  - SD-12 the notice of cancellation along with the resolution canceling the election, oaths of office, and a current faithful performance bond for each director will be filed with the Division of Local Government
- The new board members will begin their office shortly after the May 3, 2016 election date.

### Inclusion Process

The Atalanta Association rescinded their request to connect to water only on the proposed inclusion property. If included into the District's boundaries they will connect to both water and sewer. The next step is for Atalanta to submit a Petition for Inclusion to the District; as of this writing we have not received the petition from them.

### Saguache County Governing Bodies Meeting

In January 2016, the District received an invitation from the Saguache County Board of Commissioners to discuss establishing stronger ties between our governing bodies. A letter was drafted and transmitted to the commissioners accepting the invitation. We will connect with the BOCC once the newly elected District Board of Directors are seated after May 3, 2016.

### Property & Liability Insurance

The appointment for a site visit with our insurance broker to review the 2016 property & liability renewal assets has been delayed.



**Insufficient Service Customers**

Staff have met to discuss the three properties within the District regarding insufficient water pressure flows. The tracking report has been populated with flow data as well as the Operation's Manager's recommendations for correction. Map and water line data still need to be collected to finalize the report.

**Customer Service**Response to Reports of Marijuana Cultivation within the District

Administrative staff is currently reviewing procedures and are preparing for implementation of the policy.

Complaints and Concerns

1. Customer called upset that he was told a resident is planning to build a commercial business in his neighborhood. He felt we "allowed just anyone to build anything". I explained the process of conditional use permits received by the County as well as our process for water/sewer hookup applications. He was satisfied and planned to continue his research on building permits by contacting the Baca Grande POA and the Saguache County Land Use department.
2. The District is in receipt of a letter from a customer disputing the consolidation fees for 2 lots that do not have availability of services. The vacant lots will be consolidated with the usage lot, therefore she feels the District will not be losing revenue. She is requesting a waiver of the consolidation fees. A response letter explaining the fees is currently being drafted for review.
3. Customer on Palomino Way requested a site visit to address their concerns about the condition of their driveway and culvert after a water main break last fall. They felt that the depth of the culvert could be a safety hazard for their children. Operations staff did a final grade after the line repair last fall but it appears that some of the minerals washed away over the winter and the road is not graded well. Lead operator Chad Tate accompanied Ms. Slivka to inspect the perceived damage. We determined that the driveway "hump" could be smoothed out and a small amount of  $\frac{3}{4}$ " crushed gravel will be added to the driveway road base. An appointment for the work is scheduled for Thursday, April 7.
4. A Casita Park landlord is protesting charges he incurred after his home had a water leak last fall. The water bill has not been paid so the water service has been turned off. I requested he send us his written comments by Wednesday, April 13, in time for review by the Board of Directors for their April meeting.



## Administrative Report - May 20, 2016

To: Baca Grande Water and Sanitation District Board of Directors

From: JoAnn Slivka, Administrative Services Manager

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### | 2016 Projects

#### Rate Study Project

Brad Simons (TZA Engineers) has set an appointment in May with Sandy Skibinski for a summary review of the collected data for the rate study project.

#### Xpress Bill Pay

As of this writing Admin staff is excitedly preparing for the visit from the Xpress Bill Pay implementation specialist's arrival on May 10; we will be "live" the next day. Staff will test, work out bugs and notify all parties as appropriate. A message was published on the May billing statement notifying bill payers of the upcoming feature.

#### 2016 Board of Directors Election

The 2016 Special District Elections was cancelled on

- SD-11 & SD-12 Resolution and Notice of Cancellation was published, posted and submitted as required to the Saguache County Clerk and Recorder, the Crestone Eagle, the Saguache Crescent, BGWSD Web Site, and eFiled with the Division of Local Government web portal.
- At the May 20, 2016 Board meeting-
  - New Board members will be sworn in;
    - Oaths of office and a current faithful performance bond for each director will be filed with the Division of Local Government; this should finalize our 2016 Election reporting requirements
  - Appreciation and gratitude to outgoing Board members Kyle Grote and Judy Deluca for their years of service, thank you! We will miss you, please stay in touch!

#### Inclusion Process

The Atalanta Association rescinded their request to connect to water only on the proposed inclusion property. If included into the District's boundaries they will connect to both water and sewer. The group submitted payment of \$500 for Attorney White to draft the Petition for Inclusion form, this has been sent to the Atalanta Group. The group has acknowledged receipt of the form and have requested an itemized detail invoice of all expenses to date.

#### Saguache County Governing Bodies Meeting

In January 2016, the District received an invitation from the Saguache County Board of Commissioners to discuss establishing stronger ties between our governing bodies. A letter was drafted and transmitted to the commissioners accepting the invitation. We will connect with the BOCC once the newly elected District Board of Directors are seated May 20, 2016.

#### Insufficient Service Customers

Staff have met to discuss the three properties within the District regarding insufficient water pressure flows. The tracking report has been populated with flow data as well as the Operation Manager's recommendations for correction. Map and water line data still need to be collected to finalize the report.

#### Customer Service

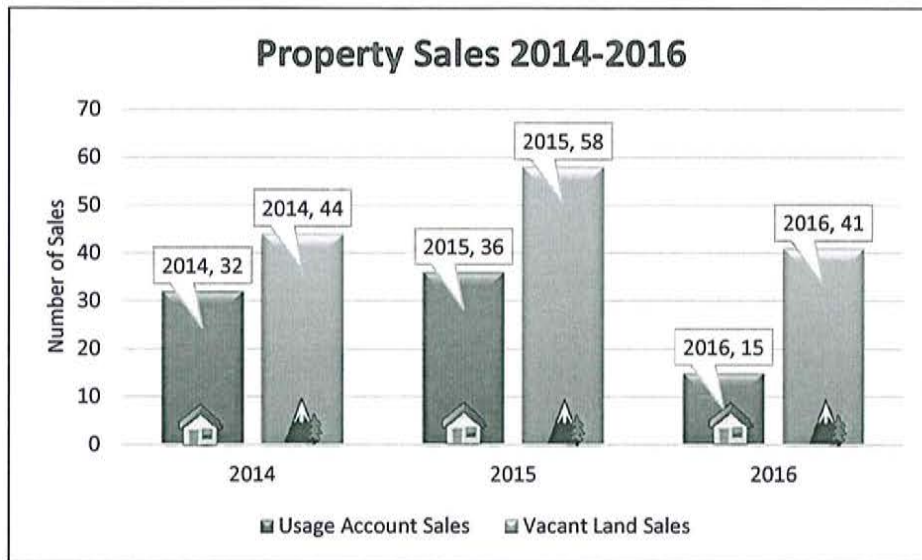
Response to Reports of Marijuana Cultivation within the District

Directors Reinhardt and Macaulay visited with staff recently to hear and understand their questions and concerns regarding implementation of the marijuana policy. The Baca staff appreciate the time and effort they spent with us and look forward to continuing working together towards our common goal.

#### Complaints and Concerns

A Casita Park landlord is protesting charges he incurred after his home had a water leak last fall. The water bill has not been paid so the water service has been turned off. I requested he send us his written comments for review by the Board of Directors. Mr. Nagel submitted his protest in a timely manner and further discussed his concerns with me, his request includes a plea for minimal fees for vacant homes. This matter will be on the agenda for discussion at the May 20 meeting.

## | 2016 April Property Activity



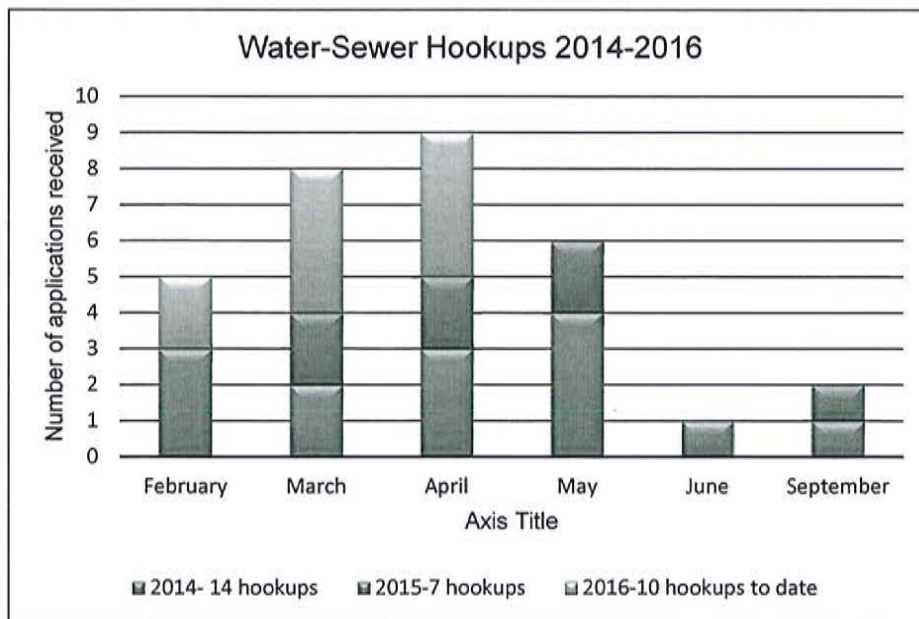
◆ Transferred Properties: 5 SFRs & 10 lots

◆ Consolidations

- 1 New application received - (936C & 938C)
- 2 Applications finalized - (2816-2817-2818 & 2819) & (3904-3905)

◆ New Water-Sewer Hookups

- 4 New applications received
- 4 New hookups completed



## | 2016 April Utility Billing Activities

- ◆ Delinquent account summary:
  - 28 - Delinquent notices mailed – 23 owners, 5 tenants
  - 11 - Paid in full
  - 11 - Paid delinquent balance
  - 1 - Shut off
- ◆ ACH: 155 accounts paid \$9147.30
- ◆ Credit Cards: 139 accounts paid \$17,218.22
- ◆ Late charges billed: 63 usage accounts
- ◆ Water turn On/Off fees: 1 @ \$50
- ◆ Customer Communications: The current billing statement included the following message regarding a Holiday closure and heads up on Xpress Bill Pay coming soon!

### Closed for Memorial Day Holiday

Baca Grande Water and Sanitation District office will be closed Monday, May 30, in observance of Memorial Day.

We will resume normal offices hours (9:00 A.M. - 4:30 P.M.) on the following business day, Tuesday, May 31.

### Coming Soon - Online Payments!

Great news! We will be implementing our online payment platform very soon. This will give our customers the ability to pay their bills on line with a credit or debit card. You will be able to view your accounts online and have the option to receive electronic bills. Stay tuned for more information in the coming month!

**BACA GRANDE WATER AND SANITATION DISTRICT  
ENGINEER'S REPORT  
April 6, 2016**

**ADMINISTRATIVE MATTERS**

Water and Wastewater Rates – On May 15, 2015, I presented the results of a rate study to the District's Board. The Board directed staff and consultants to track the current rate structure against the proposed rate structure to evaluate overall revenue impacts. For 2015, I reviewed the June, July, August, September, and October reports prepared by Sandy and the results are tabulated below.

|           | Current Rates |             |              | Proposed Rates |             |              |
|-----------|---------------|-------------|--------------|----------------|-------------|--------------|
|           | Water         | Sewer       | Total        | Water          | Sewer       | Total        |
| June      | \$23,988.30   | \$19,266.00 | \$43,254.30  | \$29,010.00    | \$13,927.00 | \$42,937.00  |
| July      | \$27,301.40   | \$19,266.00 | \$46,567.40  | \$32,052.00    | \$13,927.00 | \$45,979.00  |
| August    | \$26,430.34   | \$19,292.00 | \$45,722.34  | \$31,161.00    | \$13,946.00 | \$45,107.00  |
| September | \$25,634.27   | \$19,084.00 | \$44,718.27  | \$30,048.00    | \$13,946.00 | \$43,994.00  |
| October   | \$23,448.09   | \$19,084.00 | \$42,532.09  | \$27,804.00    | \$13,946.00 | \$41,750.00  |
|           | Total         |             |              | Total          |             |              |
|           |               |             | \$222,794.40 |                |             | \$219,767.00 |

As previously stated, the slight reduction in the Proposed Rates Total for each month can be attributed to the fact that each account was assumed to use only the minimum amount of water and therefore only being charged the base rate. I reviewed the November 2015 through February 2016 water usage data provided by Sandy, and it appears the monthly sewer revenue based upon a 4-month period would be \$14,465 per month. The table above is restated below using the updated monthly sewer revenue based upon the 4-month period of November 2015 through February 2016.

|           | Current Rates |             |              | Proposed Rates |             |              |
|-----------|---------------|-------------|--------------|----------------|-------------|--------------|
|           | Water         | Sewer       | Total        | Water          | Sewer       | Total        |
| June      | \$23,988.30   | \$19,266.00 | \$43,254.30  | \$29,010.00    | \$14,465.00 | \$43,475.00  |
| July      | \$27,301.40   | \$19,266.00 | \$46,567.40  | \$32,052.00    | \$14,465.00 | \$46,517.00  |
| August    | \$26,430.34   | \$19,292.00 | \$45,722.34  | \$31,161.00    | \$14,465.00 | \$45,626.00  |
| September | \$25,634.27   | \$19,084.00 | \$44,718.27  | \$30,048.00    | \$14,465.00 | \$44,513.00  |
| October   | \$23,448.09   | \$19,084.00 | \$42,532.09  | \$27,804.00    | \$14,465.00 | \$42,269.00  |
|           | Total         |             |              | Total          |             |              |
|           |               |             | \$222,794.40 |                |             | \$222,400.00 |

Due to the seasonal changes in water usage from winter months to summer months, I previously recommended the District monitor the water usage records for the months of March through October of 2016 to complete the overall analysis. However, upon learning the Board would like to meet with the Town of Crestone representatives in June of 2016 regarding the IGA for sanitary services, I am prepared to work with Sandy in advance of the May Board meeting to finalize the rate evaluation and present a recommendation in the Engineer's Report for the May Board meeting.

**LAMP RYNEARSON COMPANIES**

## CAPITAL PROJECTS

Compliance Evaluation Inspection (Dharma Ocean and Stables Lift Station) – The Water Quality Control Division issued site location approvals for the Dharma Ocean and Stables lift stations on April 23, 2015. The Water Quality Control Division issued design approvals for these lift stations on September 1, 2015, which is good news and saved us from having to restate all of the information generated and communicated during the site location approval efforts. TZA has worked with Justin DeBon on equipment procurement and contractor coordination. Timber Line Electric and Control Corporation completed the instrumentation and controls installation the week of March 28, 2016. TZA is in the process of gathering data for record documents, has asked Justin/Chad to conduct drawdown testing, and will prepare the necessary construction completion documentation for submittal to the Division by the end of April.

Headworks/Flow Equalization Basin - TZA Water Engineers is awaiting grant confirmation from the Water Quality Control Division before proceeding with any geotechnical site investigations or design activities. A webinar is being conducted by the Water Quality Control Division on April 14, 2016 regarding the grant reimbursement process for Small Communities Grant recipients.

Casita Park Water Line Interconnect – The line connecting the Well 18 yard piping to Mobile Home Estates was put into service on November 30, 2015. The redundant stream crossing was completed by RMS on December 18, 2015. An 11-month warranty inspection should be considered in November of 2016.

Water Meter Transmitter Replacement Project - TZA has asked Justin DeBon to review the meter reading results with pump station metering reports in an effort to assess pressure zones that should be the focus of any future leak detection activities. Brad will coordinate a meeting with Justin to review the data necessary and discuss the effort to obtain the data. This information may benefit an application to the Water Efficiency Grant program discussed above under “Funding Opportunities”.

Capital Project Summary Sheets – No additional activity since November of 2015.

## OPERATIONAL MATTERS

Well 18 Booster Pump Station Problems – Any legal activities associated with this topic will be addressed separately due to attorney-client privileges. Also, I have recommended Justin include energy consumption, energy billings, and water production information for the Well 18 complex, taking into consideration the Casita Park water facilities utility account, in future Operations’ reports.

## OTHER ACTIVITIES

Atalanta Inclusion – TZA Water Engineers participated in an initial staff call regarding the potential for the inclusion of this property on February 24, 2016. Following the February 24 conference call, I e-mailed Lisa Johnson on February 25 regarding information needed for consideration. A follow-up call on the matter was conducted March 11 with Atalanta representatives. Atalanta has rescinded its request to connect to water only and will connect to the District’s water and sewer systems is included into the District.

Storage Tank Rule – The Water Quality Control Division has adopted a new version of the Colorado Primary Drinking Water Regulations (Regulation 11). Effective April 1, 2016, the District was required to develop a written plan for finished water storage tank inspections. In addition to quarterly periodic (visual) inspections, the District will need comprehensive inspections to be scheduled at least every five years. As a point of clarification, the new rule does not apply to the 50,000 gallon water storage tank at the Well 18 complex as this tank is ahead of the entry point to the distribution system, but the Division recommends this tank be included in the written plan for the protection of public health. I am available to assist in the development of the written plan upon request.

New Chlorine Residual Requirements – The Water Quality Control Division has adopted a new version of the Colorado Primary Drinking Water Regulations (Regulation 11). Effective April 1, 2016, the District is required to maintain a minimum of 0.2 milligrams per liter chlorine residual throughout the distribution system. Justin DeBon has indicated this is an achievable standard based upon his assessments in the latter months of 2015.

## **PARKING LOT**

Funding Opportunities – District staff and consultants are researching a variety of other funding sources, as resources allow, for possible support on a variety of projects.

- SEARCH (Special Evaluation Assistance for Rural Communities and Households) Grants and the Predevelopment Planning Grants available from the USDA's Rural Development may be options for the biosolids management needs of the District. Brad will follow-up with USDA's local contact in Alamosa.
- The Colorado Water Conservation Board's Water Efficiency Grant program may be the most applicable to the District's current water conservation efforts. Specifically, this program may support a water loss control audit. Brad will follow-up with CWCB's Denver-based staff.

Insufficient Water Service Customers – TZA has participated in two conference calls regarding insufficient water pressure flows to three (3) properties within the District. At this time, Justin is collecting additional data on the water services details to the properties.

Well No. 17 Permit Matters – Pending the outcome of the Justice Department's water court application regarding the current location of Well No. 17, TZA is prepared to support the permit (Well Permit No. 57623-F-R) conditions associated with the redrilling Well No. 18 in 2012.

Biosolids Removal – Our recent efforts to evaluate a Flo Trend installation for use at the District have not resulted in any applications in or around Colorado. I believe the Flo Trend technology may be of benefit to the District long-term and will pursue other options for evaluating it, but I want to revisit sludge production and other operational aspects (i.e. future headworks facility) with Justin DeBon before moving forward.

Nutrients Management Control Regulation (Regulation No. 85) - Justin DeBon managed the 2015 sampling efforts and must identify any 2016 requirements to be noted in future reports.

**BACA GRANDE WATER AND SANITATION DISTRICT  
ENGINEER'S REPORT  
May 10, 2016**

**ADMINISTRATIVE MATTERS**

Water and Wastewater Rates – I will be meeting with Sandy Skibinski on May 17, 2016 to review the 2015/2016 water meter readings and water usage billings for the purpose of evaluating the current rate structure and the rate structure being considered as a result of the 2015 rate study exercise.

**CAPITAL PROJECTS**

Compliance Evaluation Inspection (Dharma Ocean and Stables Lift Station) – TZA has received the updated project instrumentation and control drawing from TLECC, including power distribution wiring, input and output wiring, 24-volt DC power wiring, 480-volt power one-line, VFD No. 1 wiring, VFD No. 2 wiring, and sensor and instrument wiring drawings. The construction completion forms (attached) required by the Water Quality Control Division have been completed and submitted for each lift station – Dharma Ocean and Stables.

Headworks/Flow Equalization Basin - TZA Water Engineers has initiated its efforts associated with the planning (i.e. site location approval through the Water Quality Control Division) aspects of the project and has met with the District Manager regarding the project management plan (PMP) and schedule. I will review the PMP and schedule with the Operations Manager during my May 17 visit to the District.

Casita Park Water Line Interconnect – The line connecting the Well 18 yard piping to Mobile Home Estates was put into service on November 30, 2015. The redundant stream crossing was completed by RMS on December 18, 2015. An 11-month warranty inspection should be considered in November of 2016.

Water Meter Transmitter Replacement Project - TZA has asked Justin DeBon to review the meter reading results with pump station metering reports in an effort to assess pressure zones that should be the focus of any future leak detection activities. Brad will meet with Justin on May 17 to discuss the status of the efforts. This information may benefit an application to the Water Efficiency Grant program discussed above under “Funding Opportunities”.

Capital Project Summary Sheets – No additional activity since November of 2015.

**LAMP RYNEARSON COMPANIES**





## OPERATIONAL MATTERS

Well 18 Booster Pump Station Problems – Any legal activities associated with this topic will be addressed separately due to attorney-client privileges. Also, I have recommended Justin include energy consumption, energy billings, and water production information for the Well 18 complex, taking into consideration the Casita Park water facilities utility account, in future Operations' reports.

## OTHER ACTIVITIES

Jonas Harlow Line Extension – TZA Water Engineers has provided preliminary commentary on the line extension application for Lot 446C and discussed surveying needs with the Operations Manager. Justin will be contacting local surveyor(s) in Alamosa.

Atalanta Inclusion – TZA Water Engineers participated in an initial staff call regarding the potential for the inclusion of this property on February 24, 2016. Following the February 24 conference call, I e-mailed Lisa Johnson on February 25 regarding information needed for consideration. A follow-up call on the matter was conducted March 11 with Atalanta representatives. Atalanta has rescinded its request to connect to water only and will connect to the District's water and sewer systems if included into the District.

Storage Tank Rule – The Water Quality Control Division has adopted a new version of the Colorado Primary Drinking Water Regulations (Regulation 11). Effective April 1, 2016, the District was required to develop a written plan for finished water storage tank inspections. In addition to quarterly periodic (visual) inspections, the District will need comprehensive inspections to be scheduled at least every five years. The new rule MAY not apply to the 50,000 gallon water storage tank at the Well 18 complex as this tank is ahead of the entry point to the distribution system, but the Division recommends this tank be included in the written plan for the protection of public health. I have been asked by the District Manager to review the plan drafted by the Operations Manager.

New Chlorine Residual Requirements – The Water Quality Control Division has adopted a new version of the Colorado Primary Drinking Water Regulations (Regulation 11). Effective April 1, 2016, the District is required to maintain a minimum of 0.2 milligrams per liter chlorine residual throughout the distribution system. Justin DeBon has indicated this is an achievable standard based upon his assessments in the latter months of 2015.

## PARKING LOT

Funding Opportunities – District staff and consultants are researching a variety of other funding sources, as resources allow, for possible support on a variety of projects.

- SEARCH (Special Evaluation Assistance for Rural Communities and Households) Grants and the Predevelopment Planning Grants available from the USDA's Rural Development may be options for the biosolids management needs of the District. Brad will follow-up with USDA's local contact in Alamosa.

- The Colorado Water Conservation Board's Water Efficiency Grant program may be the most applicable to the District's current water conservation efforts. Specifically, this program may support a water loss control audit. Brad will follow-up with CWCB's Denver-based staff.

Insufficient Water Service Customers – TZA has participated in two conference calls regarding insufficient water pressure flows to three (3) properties within the District. At this time, Justin is collecting additional data on the water services details to the properties.

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Nutrients Management Control Regulation (Regulation No. 85) - Justin DeBon managed the 2015 sampling efforts and must identify any 2016 requirements to be noted in future reports.



**Water Quality Control Division  
Engineering Section**

4300 Cherry Creek Drive South, B2  
Denver, Colorado 80246-1530  
[CDPHE.WQEngReview@state.co.us](mailto:CDPHE.WQEngReview@state.co.us)  
303-692-6298

Colorado Department  
of Public Health  
and Environment

**Construction As Approved Certification Form**

*Regulation 22 - Site Location and Design Approval Regulations for Domestic Wastewater Treatment Works*

**Instructions:** Upon completion of construction and prior to commencing routine operations, please submit this form to:  
CDPHE Water Quality Control Division  
ATTN: Engineering Section  
4300 Cherry Creek Drive South, B2  
Denver, CO 80246

| <b>A. Project and System Information</b>                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                      |                                        |           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|----------------------------------------|-----------|
| System Name                                                                                                                                                                                                                                                                                                                                                                                                                                | Baca Grande Water and Sanitation District                                                            |                                        |           |
| Project Title                                                                                                                                                                                                                                                                                                                                                                                                                              | Dharma Ocean Lift Station                                                                            |                                        |           |
| County                                                                                                                                                                                                                                                                                                                                                                                                                                     | Saguache                                                                                             |                                        |           |
| Site Location Approval Number and Date                                                                                                                                                                                                                                                                                                                                                                                                     | ES.12.45107                                                                                          |                                        |           |
| CDPS Permit No. and Permit Issuance Date                                                                                                                                                                                                                                                                                                                                                                                                   | CO-0046914 issued December 31, 2013                                                                  |                                        |           |
| If CDPS Permit not issued - permit application date                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                      |                                        |           |
| <b>B. Project Approval Information</b>                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                      |                                        |           |
| Date of Process Design Report (PDR) Approval                                                                                                                                                                                                                                                                                                                                                                                               | September 1, 2015                                                                                    |                                        |           |
| Date of Final Plans and Specification Approval                                                                                                                                                                                                                                                                                                                                                                                             | September 1, 2015                                                                                    |                                        |           |
| Division Reviewer                                                                                                                                                                                                                                                                                                                                                                                                                          | Jeffrey Hlad                                                                                         |                                        |           |
| <b>C. Anticipated Operational Date</b>                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                      |                                        |           |
| Anticipated Operational Date (i.e., projected date of first discharge, date project is put into service)                                                                                                                                                                                                                                                                                                                                   | March 1, 2016 (the date the manual transfer switch and portable generator receptacle were installed) |                                        |           |
| <b>D. Project comments</b>                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                      |                                        |           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                      |                                        |           |
| <b>E. Construction As Approved Certification Form</b>                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                      |                                        |           |
| I certify that to the best of my knowledge, information and belief, based on limited site observation per contract between <u>TZA Water Engineers</u> (engineering firm) and <u>the oprations staff of the Baca Grande Water and Sanaiton District</u> (entity) and information furnished by others that the wastewater project(s) was constructed consistent with the design documents as approved by the Water Quality Control Division. |                                                                                                      |                                        |           |
| Role                                                                                                                                                                                                                                                                                                                                                                                                                                       | Date                                                                                                 | Typed Name & Company                   | Signature |
| Project Manager                                                                                                                                                                                                                                                                                                                                                                                                                            | 05/02/16                                                                                             | Bradley A. Simons, TZA Water Engineers |           |

**Notes:** 1. Any items requested in the site location or design approval letters must also be addressed or submitted to the Division Reviewer with the Construction Completion certification.

For WQCD Office Use Only:  
Division Reviewer \_\_\_\_\_  
Spigot update \_\_\_\_\_



**Water Quality Control Division  
Engineering Section**

4300 Cherry Creek Drive South, B2  
Denver, Colorado 80246-1530  
[CDPHE.WQEngReview@state.co.us](mailto:CDPHE.WQEngReview@state.co.us)  
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of Public Health  
and Environment

**Construction As Approved Certification Form**

*Regulation 22 - Site Location and Design Approval Regulations for Domestic Wastewater Treatment Works*

**Instructions:** Upon completion of construction and prior to commencing routine operations, please submit this form to:  
CDPHE Water Quality Control Division  
ATTN: Engineering Section  
4300 Cherry Creek Drive South, B2  
Denver, CO 80246

| <b>A. Project and System Information</b>                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                 |                                        |           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----------|
| System Name                                                                                                                                                                                                                                                                                                                                                                                                                                   | Baca Grande Water and Sanitation District                                                                                       |                                        |           |
| Project Title                                                                                                                                                                                                                                                                                                                                                                                                                                 | Stables Lift Station                                                                                                            |                                        |           |
| County                                                                                                                                                                                                                                                                                                                                                                                                                                        | Saguache                                                                                                                        |                                        |           |
| Site Location Approval Number and Date                                                                                                                                                                                                                                                                                                                                                                                                        | ES.12.45140                                                                                                                     |                                        |           |
| CDPS Permit No. and Permit Issuance Date                                                                                                                                                                                                                                                                                                                                                                                                      | CO-0046914 issued December 31, 2013                                                                                             |                                        |           |
| If CDPS Permit not issued - permit application date                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                 |                                        |           |
| <b>B. Project Approval Information</b>                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                 |                                        |           |
| Date of Process Design Report (PDR) Approval                                                                                                                                                                                                                                                                                                                                                                                                  | September 1, 2015                                                                                                               |                                        |           |
| Date of Final Plans and Specification Approval                                                                                                                                                                                                                                                                                                                                                                                                | September 1, 2015                                                                                                               |                                        |           |
| Division Reviewer                                                                                                                                                                                                                                                                                                                                                                                                                             | Jeffrey Hlad                                                                                                                    |                                        |           |
| <b>C. Anticipated Operational Date</b>                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                 |                                        |           |
| Anticipated Operational Date (i.e., projected date of first discharge, date project is put into service)                                                                                                                                                                                                                                                                                                                                      | April 1, 2016 (the date the pumps and drives were replaced and the telemetry was integrated into the District's existing SCADA) |                                        |           |
| <b>D. Project comments</b>                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                 |                                        |           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                 |                                        |           |
| <b>E. Construction As Approved Certification Form</b>                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                 |                                        |           |
| I certify that to the best of my knowledge, information and belief, based on limited site observation per contract between <u>TZA Water Engineers</u> (engineering firm) and <u>the operations staff of the Baca Grande Water and Sanitation District</u> (entity) and information furnished by others that the wastewater project(s) was constructed consistent with the design documents as approved by the Water Quality Control Division. |                                                                                                                                 |                                        |           |
| Role                                                                                                                                                                                                                                                                                                                                                                                                                                          | Date                                                                                                                            | Typed Name & Company                   | Signature |
| Project Manager                                                                                                                                                                                                                                                                                                                                                                                                                               | 05/02/16                                                                                                                        | Bradley A. Simons, TZA Water Engineers |           |

**Notes:** 1. Any items requested in the site location or design approval letters must also be addressed or submitted to the Division Reviewer with the Construction Completion certification.

For WQCD Office Use Only:  
Division Reviewer \_\_\_\_\_  
Spigot update \_\_\_\_\_