

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE
BACA GRANDE WATER AND SANITATION DISTRICT

November 16, 2022- 9:00 AM

District Office – 57 Baca Grant Way South

Crestone, Colorado 81131

Meeting held via Zoom

ATTENDANCE

Directors in Attendance:

Vivia Lawson
John Loll
Mike Smith
Rick Hart

Also in Attendance:

Marcus Lock, District Legal Counsel
JoAnn Slivka, District Manager
Gary Potter, District Director of Utilities
Cathy Fromm, District Accountant (for a portion of the meeting)
Nick Marcotte, District Engineer (for a portion of the meeting)

Community Members and Guests:

Parke Hess
Charles Whipple
dan gray
Elizabeth Namgyel
Buddy Frank
CSH iphone

CALL TO ORDER

President Lawson opened the meeting at 9:01 AM.

Board Roll Call: Directors Lawson, Loll, Smith, and Hart were present.

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Attorney Lock has discussed with the Board the requirements pursuant to Colorado law to disclose any potential conflicts of interest to the Baca Grande Water and Sanitation District Board of Directors and to the Secretary of State. It was noted that a quorum was present and members of the Board were requested to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting. No new disclosures were made.

AGENDA

MOTION: FOLLOWING DISCUSSION, UPON MOTION DULY MADE BY DIRECTOR HART,
SECONDED BY DIRECTOR SMITH AND UPON VOTE, UNANIMOUSLY CARRIED, THE BOARD APPROVED THE
AGENDA.

CONSENT AGENDA

The board considered the following consent agenda items:

- Approve Minutes from the October 19, 2022 Regular Meeting
- Accept the unaudited financial statements for the period ending October 31, 2022 and current schedule of cash position

MOTION: FOLLOWING DISCUSSION, UPON MOTION DULY MADE BY DIRECTOR SMITH,
SECONDED BY DIRECTOR HART AND UPON VOTE, UNANIMOUSLY CARRIED,
THE BOARD APPROVED THE CONSENT AGENDA.

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

The district is subject to the Colorado Open Meetings Law, which states that no Board discussion or action will take place until a later date, if necessary. Please limit your comments to three minutes or less.

Dan Gray- 3898 Rarity Way

Mr. Gray had several comments; 1) What is the status of a backup generator at the Plant 2) Status of the Motel Well and who owns it 3)Why does this board like to keep a vacant seat 4) Wants to know after the board goes into executive session if there are more discussion items after they exit executive session

Charles Whipple- 1885 Sentinel Point

- 1) Mr. Whipple wants to know why the status of infrastructure funding is not on the agenda
- 2) Did the District receive the parts for Well 18 and is it back in service

Elizabeth Namgyel- 869 Pine Cone Way

Ms. Namgyel inquired as to the status of the cell tower idea

FINANCIAL MATTERS

Check Register: The board considered approval of the check register through the period ending November 16, 2022 as follows:

General	\$ 8,780.41
Capital	\$ 5,430.00
<u>Enterprise</u>	<u>\$53,250.67</u>
	\$67,461.08

MOTION: FOLLOWING DISCUSSION, UPON MOTION DULY MADE BY DIRECTOR HART, SECONDED BY DIRECTOR SMITH, AND, UPON VOTE, UNANIMOUSLY CARRIED, THE BOARD APPROVED THE CHECK REGISTER FOR THE PERIOD ENDING NOVEMBER 16, 2022.

2022 Audit: The Board reviewed the engagement letter received from Fiscal Focus Partners, LLC to perform the 2022 Audit.

MOTION: FOLLOWING DISCUSSION, UPON MOTION DULY MADE BY DIRECTOR HART, SECONDED BY DIRECTOR SMITH AND, UPON VOTE, UNANIMOUSLY CARRIED, THE BOARD APPROVED THE ENGAGEMENT OF FISCAL FOCUS PARTNERS, LLC TO PERFORM THE 2022 AUDIT, IN AN AMOUNT NOT TO EXCEED \$11,000.

BOARD AND STAFF REPORTS

The board reviewed and discussed the reports incorporated herein by this reference.

Board Matters

Administration Building: President Lawson gave a brief overview of the District’s efforts towards acquiring a building for the administrative staff. During our investigations it was discovered that there are some boundary issues that will need to be corrected at the current office/shop location. We will continue to pursue options for a new administrative building for staff. Mr. Lock recommended that the board consider hiring a site planner to assist with next steps.

Engineer's Report:

Mr. Marcotte reported that they are working on the Preliminary Engineering and Environment Reports and are on track to submit the reports in December 2022.

Administration:

Ms. DeBon is out of the office this week attending the CGFOA Conference. Among the many updates on her report, the announcement of the 2022-2023 water assistance program was included in her report. Flyers have been distributed throughout town and more information can be found on the District's web site home page at bacawater.com.

LIHWAP: The Low-Income Household Water Assistance Program (LIHWAP) is now accepting applications for the 2022-2023 winter season. The Colorado Department of Human Services received additional funding from the federal government to assist low-income households with water and wastewater bills. For more information visit <https://cdhs.colorado.gov/leap>.

Cleaning Services needed: After ~15 years of cleaning the District offices, Dora Peregrino has resigned. We thank her for her many years of service.

An advertisement has been posted for a dependable person with office cleaning experience to clean the district office two times per month.

Operations:

Wagon Wheel Lift Station: Mr. Potter reported on a catastrophic failure at the Wagon Wheel lift station. Both pumps are down and the operations staff have been manually hauling the wastewater from the Wagon Wheel lift station to the Stables lift station. We are going on week five of this event. Operations staff is getting assistance from an outside service once a week to help pump out the excess wastewater. The new pump he ordered did not fit, now they are waiting for the retrofit. He anticipates the part to arrive today. He also ordered a rewind of the old pump; it is still in the shop.

Personnel: One Operations employee is still on light duty, probably until the end of the year.

Well 18 VFD: This is the part that Mr. Whipple is asking about. Delivery was expected on 11/14/22 but has been rescheduled to Monday, 11/21/22.

Inventory: Mr. Potter reported on the lack of inventory for new hookups. He is currently out of stock on radio read devices for meters and does not have any new water meters left in stock. He may not see delivery of the outstanding orders during the year 2023. Difficulty getting response from the vendors.

Discussion followed regarding the financial implications of continuing with new connections without the radio read device.

Director Loll asked for more details and guidance on a path forward. He requested that staff provide alternative options for the board's information and consideration.

SET DATE FOR PUBLIC HEARING TO ADOPT THE 2023 BUDGET - The Directors considered moving the scheduled December 21, 2022 meeting to occur on December 14 instead.

The proposed 2023 Budget and discussion of intent to fix or increase fees, rates, tolls, penalties, or charges for water and/ or sanitary sewer serves will be presented at that time. The draft proposed 2023 budget is available for public review and comment.

MOTION: FOLLOWING DISCUSSION, UPON MOTION DULY MADE BY DIRECTOR HART, SECONDED BY DIRECTOR SMITH AND, UPON VOTE, UNANIMOUSLY CARRIED, THE BOARD RESCHEDULED THE DECEMBER 21, 2022 MEETING TO OCCUR ON DECEMBER 14, 2022 AT WHICH TIME THE PUBLIC HEARING FOR THE 2023 DRAFT BUDGET WILL BE REVIEWED AND DISCUSSED.

LEGAL MATTERS

There were no legal matters for discussion.

EXECUTIVE SESSION

MOTION: PURSUANT TO C.R.S. § 24-6-402(4) (F), UPON MOTION DULY MADE BY DIRECTOR LOLL, SECONDED BY DIRECTOR SMITH AND, UPON AN AFFIRMATIVE VOTE OF AT LEAST TWO-THIRDS OF THE QUORUM PRESENT, THE BOARD ADJOURNED TO EXECUTIVE SESSION AT 10:24 AM FOR THE PURPOSE OF DISCUSSING A PERSONNEL MATTER INVOLVING THE EVALUATION OF THE DISTRICT MANAGER. THE DISTRICT MANAGER DID NOT REQUEST THAT THE DISCUSSION OCCUR IN OPEN SESSION.

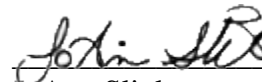
MOTION: DIRECTOR HART MOVED; DIRECTOR LOLL SECONDED TO RECONVENE TO REGULAR SESSION AT 10:53 AM.

ADJOURNMENT:

THERE BEING NO FURTHER BUSINESS TO DISCUSS, UPON MOTION DULY MADE DIRECTOR LOLL, SECONDED BY DIRECTOR HART AND UPON VOTE, UNANIMOUSLY CARRIED, THE MEETING WAS ADJOURNED AT 10:54 AM.

THE NEXT REGULAR MEETING IS SCHEDULED FOR
December 14, 2022

Respectfully submitted,

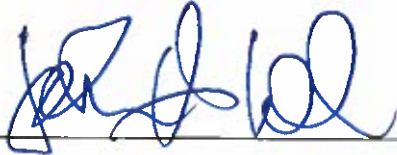


JoAnn Slivka
Secretary for the meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL October 19, 2022 MINUTES OF THE BACA GRANDE WATER AND SANITATION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:



Vivia Lawson



John Loll



Mike Smith



Rick Hart

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 October 19, 2022, and it is my opinion that the portion of the executive session that was not recorded constituted attorney-client privileged communications.



Marcus J. Lock

General Counsel

Baca Grande Water and Sanitation District

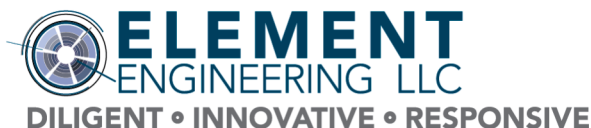
Baca Grande Water
and Sanitation DistrictCheck Register - BGWSD new
Check Issue Dates: 11/1/2022 - 11/30/2022Page: 1
Nov 11, 2022 10:55AM

Check Issue Date	Payee	Invoice Number	Invoice GL Account	Account Title	Check Amount
92666					
11/16/2022	American Water Works Assoc	SO15839	4-500520	Memberships	365.00
Total 92666:					365.00
92667					
11/16/2022	Campo, Joseph	JC-05-10	4-120070	Accounts Receivable	2,585.00
Total 92667:					2,585.00
92668					
11/16/2022	CEBT	INV0051648	4-530500	Health Insurance	6,702.79
Total 92668:					6,702.79
92669					
11/16/2022	Centratel, LLC	22110220910	4-500406	Phone Answering Service	248.38
Total 92669:					248.38
92670					
11/16/2022	Consolidated Communications	CC-22-11	4-505027	Office / Cell Phones	477.26
Total 92670:					477.26
92671					
11/16/2022	Crestone Eagle Enterprises LLC	9548	4-500510	Advertising	72.00
Total 92671:					72.00
92672					
11/16/2022	DBA Streamline	C3C67858-0	4-500408	Computer Support	250.00
11/16/2022	DBA Streamline	C3C67858-0	4-500408	Computer Support	75.00
Total 92672:					325.00
92673					
11/16/2022	Deluca Gas Company, Inc.	U0160354	4-505020	Aspen TP-Propane	332.93
11/16/2022	Deluca Gas Company, Inc.	U0160355	4-505020	Aspen TP-Propane	320.85
Total 92673:					653.78
92674					
11/16/2022	Eavenson surveying INC	22110	1-506101	Admin - Remodel	325.00
11/16/2022	Eavenson surveying INC	22111	1-506101	Admin - Remodel	475.00
Total 92674:					800.00
92675					
11/16/2022	Element Engineering, LLC	EE-22-11-00	4-506020	Professional Fees	1,680.00
11/16/2022	Element Engineering, LLC	EE-22-11-00	3-516000	Master Plan	5,430.00
Total 92675:					7,110.00
92676					
11/16/2022	FirstBank	FB-22-10	4-500403	Office Supplies	15.59
11/16/2022	FirstBank	FB-22-10	4-500550	Meals and Lodging	31.94

Check Issue Date	Payee	Invoice Number	Invoice GL Account	Account Title	Check Amount
11/16/2022	FirstBank	FB-22-10	4-500520	Memberships	65.00
11/16/2022	FirstBank	FB-22-10	4-503002	Repairs & Maint-Sewer(Gravity)	180.13
11/16/2022	FirstBank	FB-22-10	4-500451	Supplies	44.91
11/16/2022	FirstBank	FB-22-10	4-500550	Meals and Lodging	33.98
11/16/2022	FirstBank	FB-22-10	4-500403	Office Supplies	120.33
11/16/2022	FirstBank	FB-22-10	4-500500	Training and Education	30.00
11/16/2022	FirstBank	FB-22-10	4-500500	Training and Education	175.00
11/16/2022	FirstBank	FB-22-10	4-500403	Office Supplies	67.82
11/16/2022	FirstBank	FB-22-10	4-500550	Meals and Lodging	36.02
11/16/2022	FirstBank	FB-22-10	4-503010	Repairs & Maint - Pump Houses	413.70
11/16/2022	FirstBank	FB-22-10	4-500460	Utility Billing	.75
11/16/2022	FirstBank	FB-22-10	4-500460	Utility Billing	6.50
11/16/2022	FirstBank	FB-22-10	4-500451	Supplies	13.99
11/16/2022	FirstBank	FB-22-10	4-503008	Repairs & Maint-Well No. 18	79.23
11/16/2022	FirstBank	FB-22-10	4-500500	Training and Education	135.00
11/16/2022	FirstBank	FB-22-10	4-500401	Postage	55.00
11/16/2022	FirstBank	FB-22-10	4-500500	Training and Education	309.54
11/16/2022	FirstBank	FB-22-10	4-500550	Meals and Lodging	8.95
11/16/2022	FirstBank	FB-22-10	4-500408	Computer Support	15.00
11/16/2022	FirstBank	FB-22-10	4-500550	Meals and Lodging	95.95
11/16/2022	FirstBank	FB-22-10	4-500408	Computer Support	14.00
11/16/2022	FirstBank	FB-22-10	4-500550	Meals and Lodging	227.48
11/16/2022	FirstBank	FB-22-10	4-500550	Meals and Lodging	43.87
11/16/2022	FirstBank	FB-22-10	4-505029	Trash and Recycling Services	81.55
11/16/2022	FirstBank	FB-22-10	4-505029	Trash and Recycling Services	123.79
11/16/2022	FirstBank	FB-22-10	4-500403	Office Supplies	9.49
11/16/2022	FirstBank	FB-22-10	4-505027	Office / Cell Phones	358.08
11/16/2022	FirstBank	FB-22-10	4-500408	Computer Support	15.00
11/16/2022	FirstBank	FB-22-10	1-445000	Miscellaneous Income	388.37-
Total 92676:					2,419.22
92677					
11/16/2022	Freedom Mailing Services, INC	44044	4-500460	Utility Billing	450.83
Total 92677:					450.83
92678					
11/16/2022	Front Range Win Water Works Co	07442602	4-503331	Retail Water Meter Parts	23,320.50
11/16/2022	Front Range Win Water Works Co	07689200	4-503001	Repairs & Maint-Water Mains	1,718.00
11/16/2022	Front Range Win Water Works Co	07689201	4-503001	Repairs & Maint-Water Mains	195.00
Total 92678:					25,233.50
92679					
11/16/2022	Garcia, Leah & Murphy, Amanda	GL-02-11	4-120070	Accounts Receivable	615.00
Total 92679:					615.00
92680					
11/16/2022	Grand Junction Pipe/Ferguson W	1377193	4-503001	Repairs & Maint-Water Mains	2,364.76
11/16/2022	Grand Junction Pipe/Ferguson W	1377860	4-503001	Repairs & Maint-Water Mains	12.99
11/16/2022	Grand Junction Pipe/Ferguson W	1377876	4-503331	Retail Water Meter Parts	34.08
Total 92680:					2,411.83

Check Issue Date	Payee	Invoice Number	Invoice GL Account	Account Title	Check Amount
92681					
11/16/2022	Great America Financial Svcs	32760999	4-500402	Copier Lease and Equipment	189.56
Total 92681:					189.56
92682					
11/16/2022	Hart, Rick	RH-22-21	4-500500	Training and Education	590.39
Total 92682:					590.39
92683					
11/16/2022	Haynies Inc	HI-22-10	4-500662	Vehicle-Repairs and Maint	170.99
Total 92683:					170.99
92684					
11/16/2022	Law of the Rockies	LOR-22-10	1-506030	Legal	7,980.41
Total 92684:					7,980.41
92685					
11/16/2022	Murray, Robert	RM-02-11	4-120070	Accounts Receivable	200.00
Total 92685:					200.00
92686					
11/16/2022	Peregrino, Dora	2210117-PE	4-503025	Repair & Maint-Office	120.00
Total 92686:					120.00
92687					
11/16/2022	Pitney Bowes Global Financial Se	3316516861	4-500401	Postage	80.01
Total 92687:					80.01
92688					
11/16/2022	Skoglund Excavating Inc	SE-22-11	4-503018	Repair & Maint-Fire Hydrants	162.00
Total 92688:					162.00
92689					
11/16/2022	Tim's Main Street Lube Express	8092215	4-500662	Vehicle-Repairs and Maint	99.67
Total 92689:					99.67
92690					
11/16/2022	UNCC	222100103	4-500530	Locates	28.60
Total 92690:					28.60
92691					
11/16/2022	US Fish and Wildlife Service	USFW-22-11	4-500100	Raw Water USFSWS	3,908.32
Total 92691:					3,908.32
92692					
11/16/2022	USA BlueBook	138722	4-503019	Repair & Maint-Aspen TP	58.09

Check Issue Date	Payee	Invoice Number	Invoice GL Account	Account Title	Check Amount
Total 92692:					58.09
92693					
11/16/2022	Weaver's LB Septic & Excavation	16699	4-503022	Repair & Maint-Lift Stations	1,094.69
11/16/2022	Weaver's LB Septic & Excavation	16754	4-503022	Repair & Maint-Lift Stations	1,010.63
11/16/2022	Weaver's LB Septic & Excavation	16755	4-503022	Repair & Maint-Lift Stations	1,298.13
Total 92693:					3,403.45
Grand Totals:					67,461.08



MONTHLY ENGINEER'S REPORT

DATE OF MEETING: NOVEMBER 16, 2022
CLIENT: BACA GRANGE WATER & SANITATION DISTRICT (BGWSD)
SUBJECT: MONTHLY ENGINEER'S REPORT **NEW ITEMS IN BOLD**

GENERAL ENGINEERING (PROJECT NO. 0001)

Casita Park Lift Station Analysis: Element is currently reviewing the hydraulics of the Casita Park (Mobile Home Estates) Lift Station to determine why pumps continue to see failure. We have completed an analysis of the existing hydraulic conditions and are evaluating system and pump curves. We expect to be able to provide recommendations to district staff within the next two to four weeks.

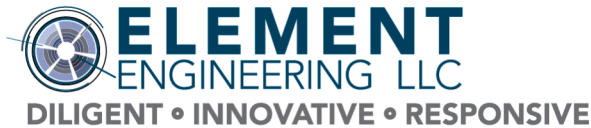
A memorandum summarizing the lift station analysis has been provided to the district for review. Further discussion on the hydraulic difference between design and actual hydraulic conditions between Element and the district staff is necessary to determine next steps. The district staff is looking into the hydraulic conditions and comparing the existing (old) originally installed pump and the newly installed pump.

Water Loss Prevention Plan: Element staff are currently working with district staff in developing a water loss prevention program. It is likely that this prevention program will take several months to collaboratively develop prior to presentation by district staff and Element to the board. Element is assisting the district in assembling cost estimates for PRV vault and water main replacement program. Our initial meeting has identified the following items to focus on:

- PRV Vault Cost Estimate
- Metering Vault Cost Estimate
- Cost Estimate 1,000 Feet of Main (General)
- Meter Inventory (Ages, Visual Inspection)
- Unmetered Service Survey
- Testing Meters
- Leak/Break Fix Map
- Water Main Replacement Program

District staff is interested in applying for Saguache County grant funds to potentially pay for relocation of PRVs and installation of flow meter vaults to study. Potential uses for this grant money is installation of metering vaults, PRVs, and water shutoff valves to better isolate for breaks. Also, money could be used for leak detection equipment.

A cost estimate of a PRV and metering vault has been provided to district staff for review.



WATER AND WASTEWATER MASTER PLAN UPDATE (PROJECT NO. 0009)

The Water and Wastewater Master Plan Update document has been finalized in draft format and provided to the BGWSD staff and board for review.

The master plan was approved by the district board in September. **Nothing new to report on this item.**

WASTEWATER TREATMENT PLANT IMPROVEMENTS (PROJECT NO. 0010)

Element has provided the district with a proposal to complete a Wastewater Treatment Plant (WWTP) Improvements Preliminary Engineering Report and Environmental Report. The report will be assembled for United States Department of Agriculture (USDA) Rural Development (RD) funding of a new or upgraded/expanded WWTP. A preliminary schedule for the proposed project is shown below. Note that this schedule may vary widely based on review time by CDPHE and USDA as each entity reviews and processes the required submittals.

- Compile and submit Preliminary Engineering Report (Includes ER and RD Apply funding application) December 2022
- USDA review and funding/underwriting (Note this timeline is assumed and is shown conservatively long) January 2023 – July 2023
- USDA Letter of Conditions Coordination July 2023 – September 2023
- Design, CDPHE and local permitting September 2023 – August 2024
- Bidding November 2024
- Construction March 2025 – March 2026

Element was approved on the wastewater PER/ER in the district’s September special meeting. We intend to meet the deadline for the PER/ER of the end of December 2022.

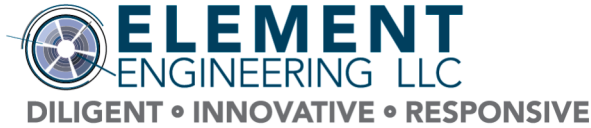
WATER TREATMENT SYSTEM IMPROVEMENTS (PROJECT NO. 0011)

The Water and Wastewater Master Plan Update recommended a water project be completed including the following:

- Integrate the Motel Well and Booster Pump Station into the large BGWSD system.
- Increase Water Treatment Plant (WTP) Pumping Capacity
- **Add Administrative Building for district.**

It is recommended that these projects be funded through the Colorado Department of Health and Environment (CDPHE) State Revolving Fund (SRF) Loan Program. Upon completion of the WWTP PER and ER the funding process for the water system improvement project should begin. A preliminary schedule for the proposed project is shown below. Note that this schedule may vary widely based on review time by CDPHE.

- Compile and submit pre-qualification form (CDPHE funding) December 2022
- Compile and submit Project Needs Assessment April 2023
- CDPHE review and design and engineering grant execution July 2023
- Design, CDPHE permitting August 2023 – March 2024



- CDPHE funding coordination and loan execution
- Bidding
- Construction

February 2024 – April 2024

April 2024

June 2024 – December 2024

Element will prepare and submit the pre-qualification form to continue progress on this project.

DEVELOPMENT SERVICES

590CR Hillcrest Overlook Extension: The district has asked that Element provide design services for sewer and water main extensions. The first of these projects is the above referenced extension. The process for design and construction is as follows:

- Application for line extension (application fee)
- Deposit for preliminary design and cost estimate
- Preliminary line extension design and cost estimate
- Customer approval of cost estimate/ deposit of full estimated cost of construction
- Final design/drawing/bid package
- Bid Project
- Award bid
- Pre-Construction Meeting/establish check in meeting schedule
- Construction
- Conditional acceptance
- Final acceptance

Element is currently working on scheduling the survey for the proposed project. **The surveyor is to provide a schedule for the work within the next week.**



DISTRICT MANAGER REPORT

To: Baca Grande Water and Sanitation District Board of Directors
 From: JoAnn Slivka, District Manager
 Date: November 16, 2022

Agenda Items

- V.B. Consider engagement of Fiscal Focus Partners, LLC to perform the 2022 Audit
- VII. Discuss scheduling the December meeting date for December 14

2022 Certification of Delinquent accounts schedule

- ✓ September 1, 2022: Certified letters mailed to Property Owner
- ✓ October 19, 2022: Board Meeting- Public Hearing
 - Property Owner Final Response and Hearing Date
 - Resolution prepared with the list of identified delinquent accounts
- ✓ October 31, 2022: Packet Mailed to the County
 - Packet includes the Final list of delinquent accounts along with the 2022 Executed Resolution
- November 1 through December 10, 2022: the Treasurer will accept certifications for inclusion on the tax rolls
- November 30, 2022: LAST DAY FOR CLOSING REQUESTS FROM TITLE COMPANIES!
 - Last day for a closing to occur for us to process the escrow payment, update the County Treasurer and perform Administrative updates to the account
- December 7, 2022: NOTIFY COUNTY OF ANY CLOSINGS THAT OCCURED
- December 9, 2022: Saguache County Treasurer's office will perform any changes/updates to our certification list

OTHER DISTRICT ACTIVITIES

Master Plan

- December 2022: Compile and submit Preliminary Engineering Report (Includes ER and RD Apply funding application)
- January 2023 – July 2023: USDA review and funding/underwriting (Note this timeline is assumed and is shown conservatively long)
- July 2023 – September 2023: USDA Letter of Conditions Coordination
- September 2023 – August 2024: Design, CDPHE and local permitting
- November 2024: Bidding
- March 2026: Construction March 2025

Financial:

USDA Grant Funding

- We met with Tineel Baroz to renew our sam.gov account that will set us up to work with USDA and RD Apply funding opportunities. We continue to work on the update our renewal and registration with USDA.

2023 Annual Budget

Important Budget Dates

- ✓ Aug 25: Preliminary assessed values available from county assessors
- ✓ October 15: Budget Officer must present a Draft budget to the governing body
- ✓ November 14: Budget Hearing is scheduled and draft is available for public review and comment
- December 10: Final assessed values

- December 15: Budget must be adopted and mill levy set for property taxing entities
- December 15: Certification of mill levy to county commissioners (DLG70 Form)
- January 31: Budget must be submitted to the Division of Local Government.

2023 Insurance and Policy Renewals

- CEBT: Open enrollment for employee health coverage has ended. The new policy period will begin January 2023.
- Colorado Special Districts Property and Liability Pool: We are in the 2023 insurance renewal period now. The renewals for Workers' Compensation as well as the Property and Liability insurance coverages for the district are currently underway.

Insurance Claims

1. The September 15 workers comp claim is still open. The employee is on a modified work plan and is continuing his physical therapy plan.
2. A property damage claim was filed for a September 28 incident. I have not heard any further instruction from the insurance company as of this writing.

Personnel Handbook

- Employers Council: I am working with Employers Council on updating the district's employee handbook; currently reviewing the first draft.

District Web site

- The web site update is underway. We plan to present a preview for the Board at the December meeting for comments and feedback before officially launching the new site.

Cleaning Person Needed

- After ~15 years of cleaning the District offices, Dora Peregrino has retired. We thank her for her many years of service. An ad is out for a replacement.

Thanksgiving Week

The District office will be closed Thursday and Friday, November 24 and 25 for the Thanksgiving holiday. I will be off on Tuesday and Wednesday that week.

Happy Thanksgiving everyone!

ADMINISTRATIVE MONTHLY REPORT

November 16th 2022

OCTOBER UTILITY BILLING ACTIVITY

Customer Utility Billing			
Billing Category	Number of Accts	Amount Billed	
Late Fees	51	765.00	
Usage Customers Billed - Water	822	45,236.79	
Usage Customers Billed - Sewer	798	37,736.51	
EQR Fees	27	785.75	
Transfer Fees	27	6,750.00	
Consolidation Fees	4	2,100.00	
On/Off Fees	9	\$325.00	
Hook up including PRV parts billing	5	3538.69	

OCTOBER XPRESS BILL PAY TRANSACTION ACTIVITY

Product / Service Description	Qty	Unit Price	Line Total
EFT Web Transactions	231	0.49	113.19
EFT Return NSF or Account Closed	2	12.00	24.00
Credit/Debit Card Web Transactions	378	0.39	147.42
Online Banking - Bank Bill Pay Transactions	24	0.25	6.00
Lock Box Service Transactions	152	0.48	72.96
Toll Free Operator Assisted Transactions	1	0.95	0.95
Support, Maintenance, Hosting - Fee	1	75.00	75.00

Town of Crestone Sewer 2022

Town of Crestone Sewer - 2022

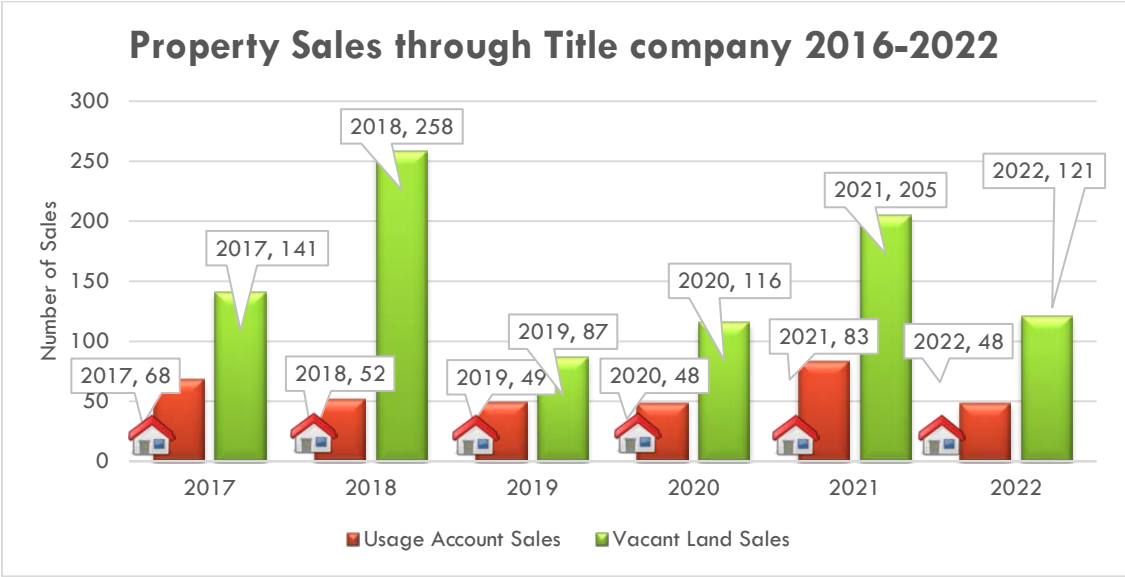
Date	Monthly Total	Monthly Flow	Flow Charges	Average Daily BOD	Monthly BOD	BOD Charges	Paid	Balance Due
January	461,135	2,425,570.10	\$ 2,425.57			\$ -	\$2,425.57	\$ 0.00
February	427,186	2,246,998.36	\$ 2,247.00			\$ -	\$2,246.99	\$ 0.01
March	444,100	4,698,578.00	\$ 4,698.58			\$ -	\$4,698.59	\$ (0.01)
April	526,408	5,679,942.32	\$ 5,679.94			\$ -	\$4,554.00	\$ 1,125.94
May	636,580	7,008,748.40	\$ 7,008.75			\$ -	\$6,700.23	\$ 308.52
June			\$ 15.00 LC			\$ -		\$ 15.00
	613,995	6,895,163.85	\$ 6,895.16			\$ -	\$6,470.98	\$ 424.18
July			\$ 15.00 LC			\$ -		\$ 15.00
	583,776	6,684,235.20	\$ 6,684.24			\$ -	\$6,209.33	\$ 474.91
August			\$ 15.00 LC			\$ -		\$ 15.00
	548,466	6,406,082.88	\$ 6,406.08			\$ -	\$6,790.56	\$ (384.48)
September			\$ 15.00 LC			\$ -		\$ 15.00
	554,809	4,382,991.10	\$ 4,382.99	77	2310	2,289.21	\$6,672.30	\$ 6,672.20
October			\$ 15.00LC					\$ 15.00
	581,283	4,592,135.70	\$ 4,592.14	60	1860	1,843.26	\$6,435.40	6,435.40
November		0.00	\$ -					\$ -
December		0.00	\$ -					\$ -
2022 Totals	5,377,738		\$ 51,095.45		4170	\$ 4,132.47	\$53,203.95	\$ 2,023.97

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

October - 2022 - Property Sales: 3 Homes, 12 Lots

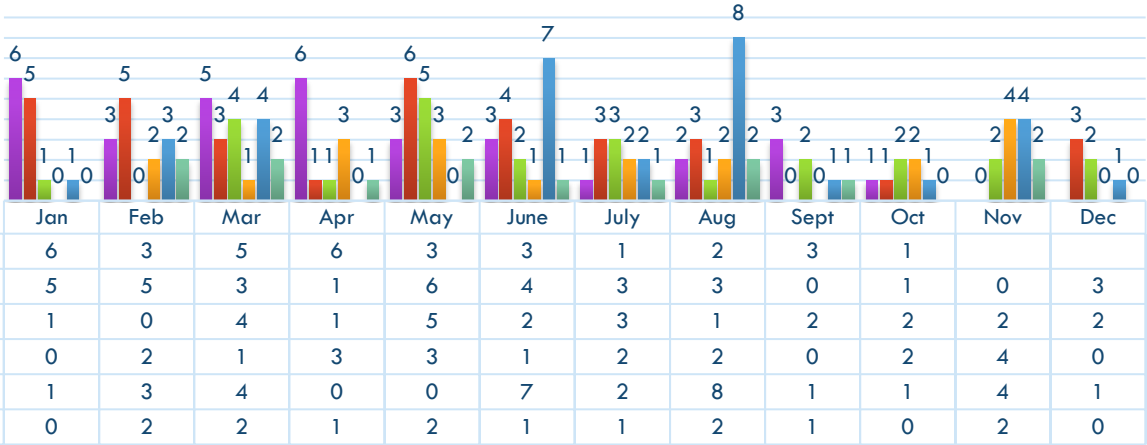


October - 2022 - Person to Person and Quit Claim Deeds Property Sales:
 1 home, 6 lots

2022 WATER-SEWER HOOKUP APPLICATIONS

1 - APPLICATION(S) RECEIVED IN OCTOBER

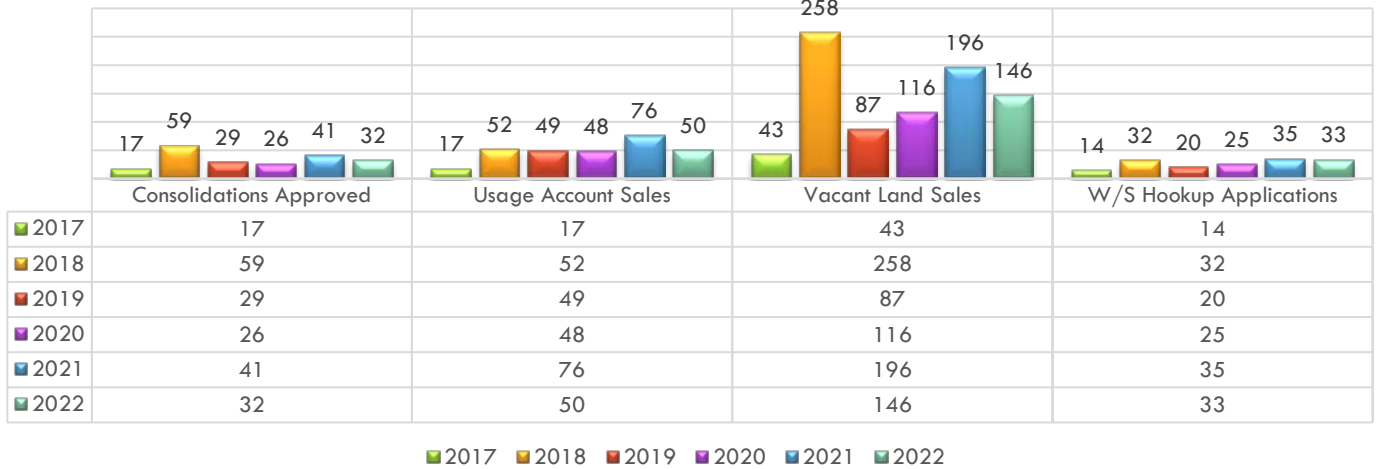
Water-Sewer Hookups 2016-2022



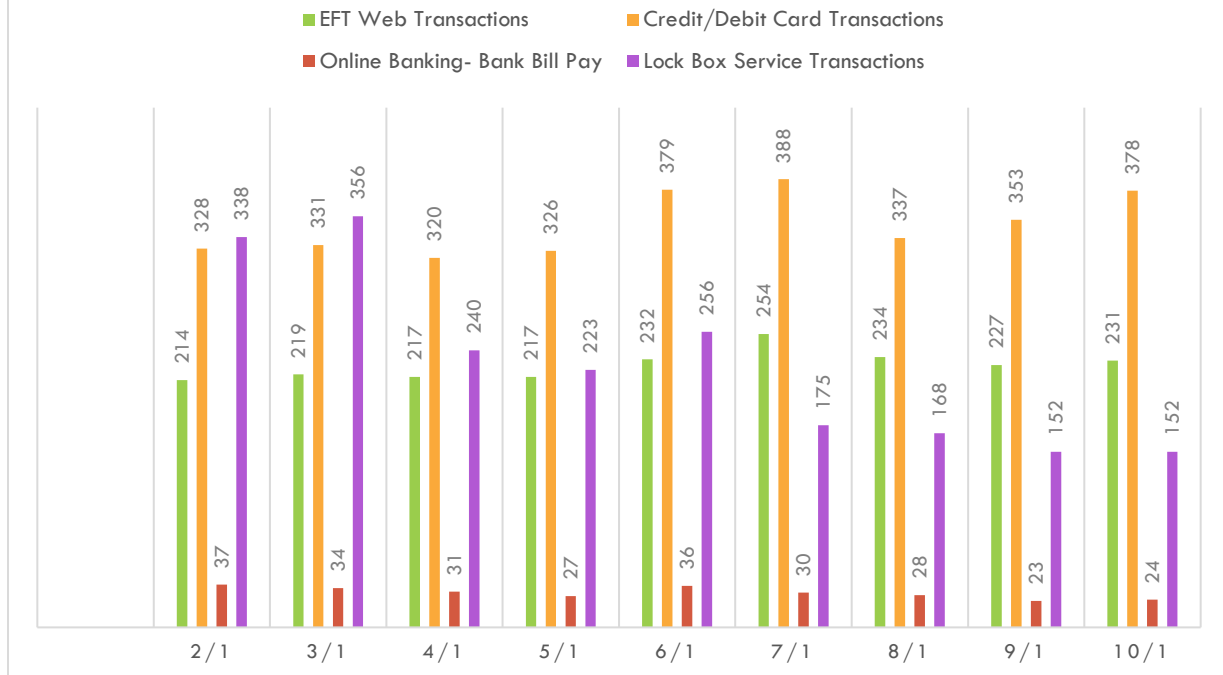
■ 2022=33 hookups ■ 2021=35 hookups ■ 2020=25 hookups ■ 2019 = 20 hookups ■ 2018= 32 hookups ■ 2017= 14 hookups

2022 PROPERTY TRENDS AND XBP PAYMENT METHODS

District Property Trends 2016-2022



XBP PAYMENT METHODS



Office & Administrative Activities:

Certifications of Delinquent Accounts:

November 3rd, we mailed out via USPS and electronic mail, Certification Resolution together with the Recipient list for 2022 Certification to Regina Swartz, Saguache County Treasurer.

Total recipients 25, this includes 5 usage accounts and 20 vacant properties accounts.

Certification Total \$12,658.88. This includes 13 accounts certified for delinquent availability of service (AOS), 7 accounts certified for delinquent transfer fees, 5 accounts certified for delinquent Water/Sewer fees.

2023 Budget Preparation:

October 31st - Budget meeting with District Manager and Utility Director: we printed out and reviewed 2022 expenses throughout different GL codes.

November 7th - Budget meeting with Directors Hart, Director Smith, District Manager & Utility Director.

November 7th - Sent out a 2023 Budget Notice to publish in Saguache Crescent and Crestone Eagle newspapers.

CEBT Health Care:

November 4th - Employee Enrollment ended for 2023 year. All staff were successfully enrolled.

PILOT:

November 1st - We received a check from Shumei for \$3,525.39 by PILOT agreement. Still awaiting payment from two other organizations.

LIHWAP:

Low Income Household Water Assistance Program is now accepting applications from November 1st 2022 until April 30th, 2023.

So far in November we have received a promise to pay from LIHWAP representative to one of our customers.

BGWS D will advertise for LIHWAP program by printing and putting up flyers at local stores and through billing message.


To qualify for this assistance, the household must meet these criteria:

- Be approved for LEAP during November 1, 2022 - April 30, 2023

- Complete the [English/Spanish LIHWAP Addendum](#) within the LEAP application and submit a copy of your water bill.

- Must pay drinking water services and/or waste/sewer services directly to a water vendor.

- Services must be in disconnected status, facing disconnection, or have a past due amount on the bill.

 **Zoom Webinar:** October 27th: District Manager Slivka and I attended CGFOA Zoom Webinar for Excel Basics for Governments, we learned common Excel formulas and functions.

CGFOA Annual Conference:

Beginning of October I have applied for Grant and received a 50% discount for the Annual Conference, the conference will be held in Grand Junction, CO November 15th - 18th. I am looking forward to attending it and excited to learn of ways that would benefit our District.

This conference will have various classes:

Accounting, Financial Reporting, Grants and Technology

Investments & Banking Budgeting

Public Engagement

Professional Development & Leadership

CTAC

✚ **Vector Solution Training:**

As a part of our liability insurance plan we have access to various training through an online Vector Solutions Platform. Once District staff each completes at least one training before 9/30/2023 the District will receive a 10% discount on liability insurance.

New training have been assigned to staff which include:

Fleet Program Accidents and Emergencies
Basics of Leadership – Keeping employees Energized
A Leaders Guide to Decision Making

✚ **Xpress Bill Pay:**

Administrative Assistant, Jennifer has attended a free XBP Forms Builder webinar on November 3rd.

✚ **November Billing Message:**

Protect your drains this holiday season! Pouring cooking fats, oils and greases down the drains can cause serious and expensive pipe blockages. Clogged pipes and sewer backups are never a good surprise plus they can do significant damage to your home, neighborhood, and the environment. Limiting contaminants and unwanted items from entering our pipes ensures a clean and properly functioning sewer system, which benefits us all. Our offices will be closed for Thanksgiving on November 24th and 25th. To pay your bill by phone, please call 800-720-6847. The Colorado Low Income Energy Assistance Program is now accepting applications. For assistance with your water bill, visit edhs.colorado.gov forward slash leap for more information. Wishing you a safe and happy holiday!

✚ **SOP Update Project (Standard Operating procedure):**

Administrative staff continues updating SOP for easy understanding and simplifying the billing performing processes.

✚ **AOS Verification Project:**

Administrative Staff created a spreadsheet for AOS verifications for properties with NO AOS, Water Only & Sewer Only services. We are continuing to work and verify work orders & notes. We will be sorting properties by distance to available services. Utility Director reviewing the spreadsheet and will determine if new work orders need to be created for verification.

✚ **Office Cleaning:**

The District is looking for office cleaning services, an ad has been sent to local newspaper.

✚ **Water & Sewer Hook ups:**

In the month of October we have received 1 water & sewer applications. 33 total in 2022 year.
No MXU Project: 25 total accounts.

✚ **Octobers Final Bills:**

Total requests from title companies: 27
Cancelled final bills: 2
Extended final bills: 5
Total Usage accounts Sales including QCD: 4
Total Vacant properties Sales including OCD: 18

✚ **Consolidations :**

In the month of October & November we have received 7 approved consolidation resolutions.

Baca Grande Water and Sanitation District Monthly Operations Report

November 16th, 2022



Overflow Basin at Wagon Wheel Lift Station



Picture of extra pump truck hauling Wastewater and dumping at Aspen Waste Water Treatment Plant



Manual wastewater pumping operation at Wagon Wheel Lift Station

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				
Vactor Truck	Dump Truck	Backhoe	Skid steer	Excavator

- **Well 17 VFD (Variable Frequency Drive) failure**
 - New VFD is scheduled to be installed on the 11/14/22!
- **Wagon Wheel Lift Station**
 - Pump 2 is being rebuilt by Denver Industrial Pumps and will be delivered and installed by Denver Industrial Pumps once parts arrive
 - Pump 1 Failed on 10/17/22.
 - Operation has been hauling wastewater from Wagon Wheel Lift Station to Stable Lift Station.
 - We have also had a second pump truck come once a week to help pump out the excess wastewater.
 - One new pump and one rebuilt pump are on the way.
- **Accidents**
 - One Operations employee is still on light duty.

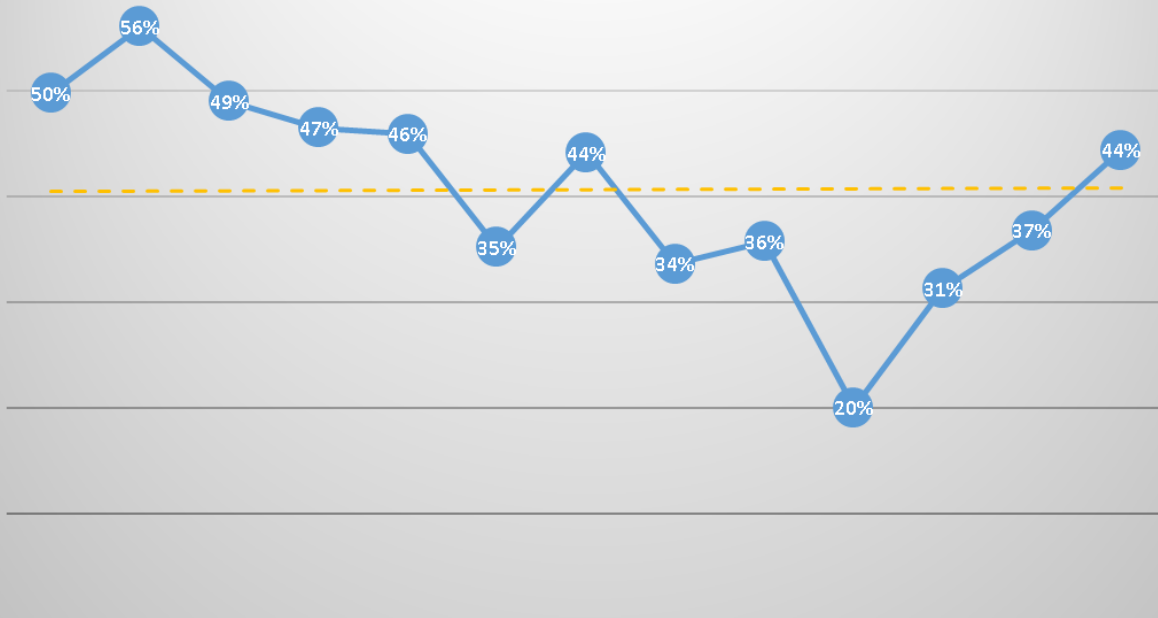
Operations Updates

- **AWWTP**
 - Much better BOD readings for the month of October
 - The plant has held up well despite the hauling operation from Wagon Wheel Lift Station
- **Meter Pit Issues**
 - 25 new service connections in 2022
 - 15 active applications
 - Currently out of stock on radio read device for meters (56 on order)
 - 0 new water meters left in stock. (36 on order)
 - 3 or 4 used meter that we are testing may be able to be installed.
 - 20 more meter pit ordered have arrived!
 - We may **not** see meter or radio reading devices in 2023.

- We are looking into other options for meter and reading devices.
- **Water and Sewer Mainline Extensions**
 - Still waiting on the survey for line extension on Hillcrest Way
- **Summer Projects**
 - Operations main focus is now on cleaning and repair of the sewer mainlines in Basin 4 (Chalet 2 and 3).
 - Collection system projects have been delayed due to emergency at Wagon Wheel Lift Station.
- **Unaccounted Water**
 - Wells 17 and 18 produced 5,768,768 gallons of water in the month of October
 - The District sold its customers 3,206,000 gallons of water in the month of October, leaving 2,562,768 gallons unaccounted for.
 - 44% of the water produced is unaccounted for in the month of October.
- **Aspen WWTP and Town of Crestone Loading**
 - Aspen WWTP averaged 42% of hydraulic loading capacity in the month of October, the Town of Crestone contributed and average of 29% of the treatment plants hydraulic load.
 - The Town of Crestone reported that they have fixed a ground water leak into their collection system. They expect the flows to significantly decrease in November.
 - Aspen WWTP averaged 67% of organic loading capacity in the month of October. The Town of Crestone contributed an average of 25% of the treatment plants organic load.

Total Unaccounted Water by Month

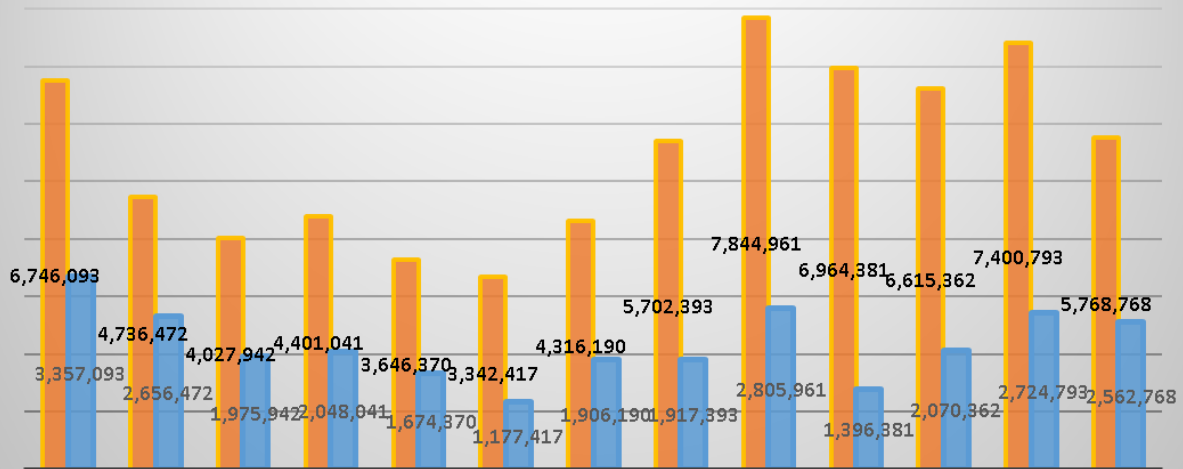
—●— % Unaccounted - - - Running Annual Average 40%



OCT-21 NOV-21 DEC-21 JAN-22 FEB-22 MAR-22 APR-22 MAY-22 JUN-22 JUL-22 AUG-22 SEP-22 OCT-22

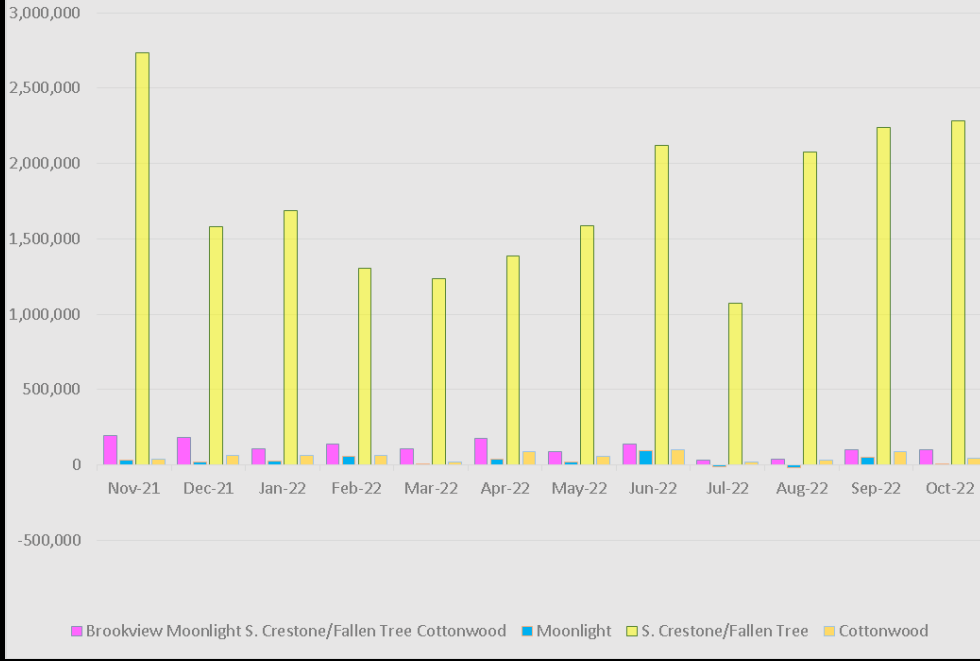
Total Unaccounted Water by Month

■ Well 17/18 Gallons Produced ■ Gallons Unaccounted by Month

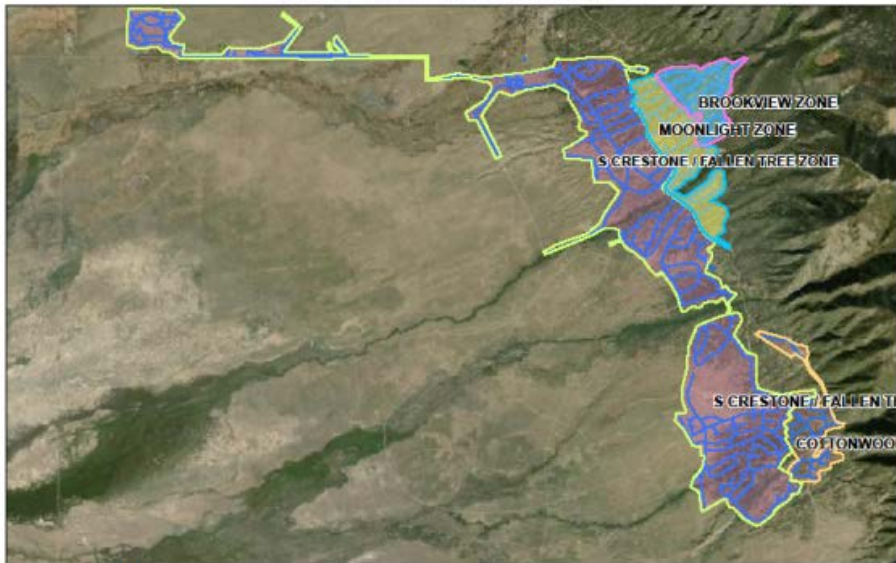


OCT-21 NOV-21 DEC-21 JAN-22 FEB-22 MAR-22 APR-22 MAY-22 JUN-22 JUL-22 AUG-22 SEP-22 OCT-22

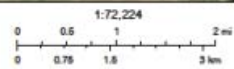
Total Monthly Unaccounted in Gallons by Pressure Zone



BGWSD Unaccounted Water Zone's

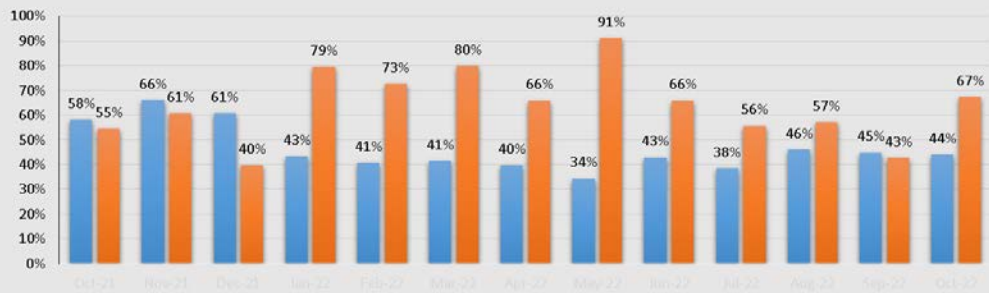


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Esthetic Geographics
 Base Oracle Water and Sanitation
 Esthetic Geographics

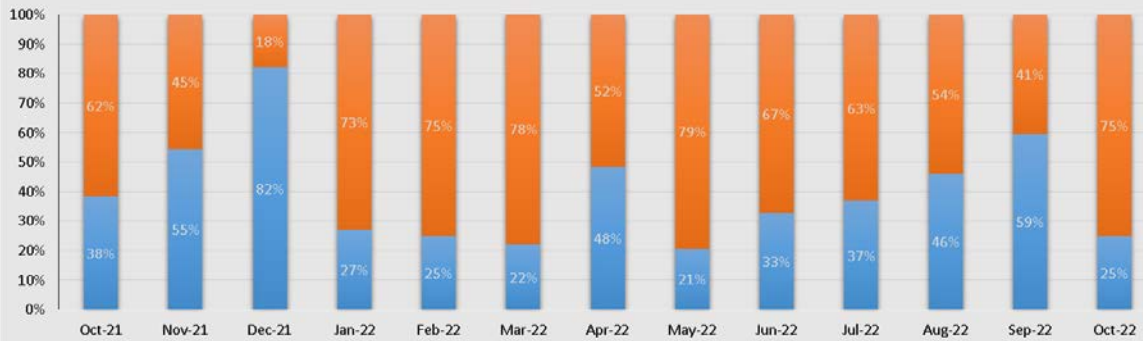
Percentage of Plant Capacities by Month at Aspen Wastewater Treatment Plant



	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22
Plant % of Hydraulic Capacity	58%	66%	61%	43%	41%	41%	40%	34%	43%	38%	46%	45%	44%
Plant % of Organic Capacity	55%	61%	40%	79%	73%	80%	66%	91%	66%	56%	57%	43%	67%

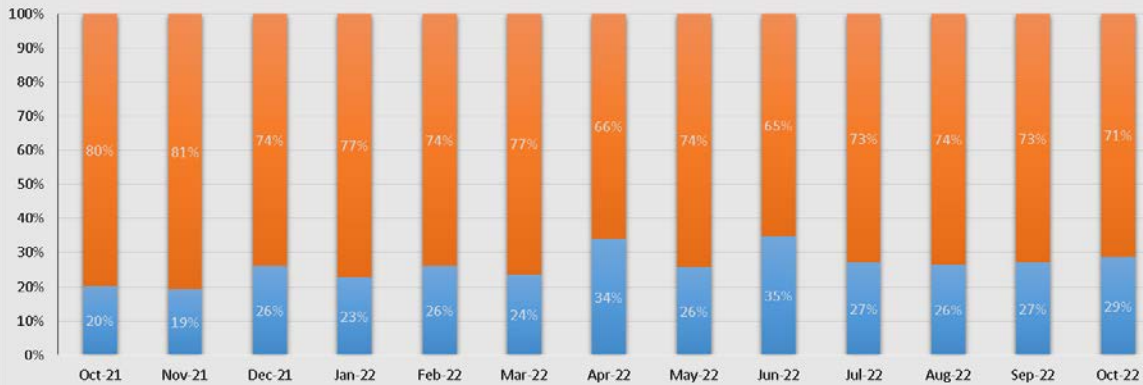
■ Plant % of Hydraulic Capacity ■ Plant % of Organic Capacity

Average % of Total Organic Loading of Aspen Wastewater Treatment Plant by Month of 2021-2022



■ Town of Crestone % of Organic Loading ■ Baca % of Organic Loading

Average % of Total Hydraulic Loading of Aspen Wastewater Treatment Plant by Month 2021-2022



■ Town of Crestone % of Hydraulic Loading ■ Baca % of Hydraulic Loading