



DISTRICT MANAGER REPORT

To: Baca Grande Water and Sanitation District Board of Directors
 From: JoAnn Slivka, District Manager
 Date: August 10, 2023

MASTER PLAN

Grants and Loans

United States Department of Agriculture - Rural Development (USDA RDAApply)

6/23/2023: The Application for the Wastewater Improvements Project was submitted to RDAApply

7/19/2023: I received a call from USDA acknowledging receipt and initial review of the application. They requested further documentation; worked with all our consultants to gather and upload the requested documents.

Colorado Department of Public Health and Environment Drinking Water Revolving Fund (CDPHE DWRP)

2/15/2023: Pre-Loan Planning Grant Project #960062D-Q

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

8/23/2023: Special Meeting with Element Engineering to discuss the Project Needs Assessment (PNA). Element completed a Summary Sheet.

Saguache County Grant - Water Loss Prevention Project (Capital Project)

6/15/2023: Received \$137,640 from the Saguache County Board of Commissioners towards our Water Loss Prevention Project for the PRV Distribution System. There were two components of the request- the Water Meter Vault and the Pressure Reducing Valve (PRV) Vault. Both components of the project were approved; part came from the last of their American Rescue Plan Act funds and the remainder from their Payments in Lieu of Taxes funds.

7/19/2023: BGWSD Board approved the proposal from Element Engineering for Construction Plans and Specifications: \$7,000, Bid Documents and Bidding Process: \$8,500. Element can now begin working on the design services and bidding documents.

LINE EXTENSIONS – 590-CR Hillcrest

6/21/2023: BGWSD Board approves the recommended award to Cooley and Sons Excavating, Inc. in the amount of \$80,250 for the project

7/6/2023: All contract documents fully executed

7/20/2023: Preconstruction meeting with Element Engineering staff, Mr. Marcotte and Westley Ferraro, Construction Services Manager, Cooley and Sons, District personnel the Property owner and the General Contractor

8/14/2023: Project start- onsite pre-construction meeting

Cost to date: ~\$16,043.00

2022 AUDIT

6/30/2023: An extension of time was filed for the Baca Grande Water and Sanitation District 2022 audit.

8/8/2023: Onsite meeting with Auditor and CPA.

9/20/23: The Auditor will present the draft audit at the September meeting.

DM SEARCH COMMITTEE

7/31/2023: Nine applications for the District Manager position have been received. Interviews are being scheduled.

TOWN OF CRESTONE

We continue to work with Mr. Lock and Mr. Marcotte on the updated draft Intergovernmental Agreement (IGA).

UNUSUAL and OTHER EVENTS:

7/27/2023: Attempted theft of fuel; slight damage to entry gate, cut padlock. Directed staff to draft incident reports. Worked with I.T. and Sheriff Warwick to provide video footage for identification of suspects. Staff will work on repair of the gate.

7/28/2023: CDPHE (Colorado Department of Health and Environment) called to discuss a complaint that was reported from someone in our community of meth in the water. The complaint was reported to a Colorado political official therefore CDPHE must investigate. CDPHE is working with Mr. Potter on the investigation.

7/2023: Staff and I assisted the Assessor with District Availability of Services and Tap Fee status vacant land.

8/11/2023: Notified that a photo I submitted to the Caselle Photo Contest has been selected as one of the winners. As one of thirteen customer winners, the photo will be featured in the 2024 Caselle Community Calendar and we can choose from either \$250 off our support bill or \$500 off a purchase of any module.

UPCOMING:

- Preliminary AV report and budget preparation
- September Board Meeting: Audit presentation to the Board of Directors
- Certification of Delinquent Accounts



Administrative Monthly Report

August 16th, 2023 - Board of Directors Meeting

Prepared by Natalie DeBon

AOS Verification Project: Administrative and Operation Staff continues to work on AOS verifications for properties with NO AOS, Water Only & Sewer Only Services. Few more properties will require field verifications. In the month of July – three (3) properties changed their AOS Status, two (2) from No AOS to Full AOS, one (1) from Water Only to Full AOS. Appropriate notification letters were sent to the affected customers to inform them about these changes. We extend our gratitude and recognition to Jennifer Jenkins, the Utility Billing Specialist, and Tim Allen, the Utility Maintenance Operator, for their remarkable collaboration and dedication in carrying out this prolonged project.

Annual Pre-certification: Four (4) drafts of the pre-certification spreadsheet have been verified and completed, but further verification is still required. The letter, which has been drafted, is now ready for review by the Board. On September 1st, 2023, all recipients from the 2023 Pre-certification list will receive their notification letters by certified mail. Currently we have 109 customers on pre certification list.

A public hearing for the 2023 Certification is scheduled for October 18th, 2023, to be held during the regular Board of Directors (BOD) meeting. Once certification submitted to the Saguache County, delinquent charges and assessments certified to the Treasurer will be collected in the same manner as property taxes, pursuant to §§31-20-105, 31-20-106, and 32-1-1101, Colorado Revised Statutes.

PILOT: The District has successfully received payments in lieu of taxes for 2023 year from its existing organizations with established agreements. Additionally, efforts are underway to develop potential agreements and foster collaborations with other tax-exempt organizations in the community.

LIHWAP: Unfortunately, the LIHWAP program comes to an end. In August, a final report will be provided by LIHWAP, assuring payment to customers whose LIHWAP applications have been approved. We are thankful to their help and collaborative work during these two years.

Real Time Payments: Real Time payments module was implemented on July 27th. Now the payments are synced in Real time between Xpress Bill Pay and Caselle. It also simplified process by removing some of the manual steps. Standard Operator Procedure (SOP) was updated to reflect current process changes.

SDA Leadership Academy: In our recent leadership lesson, we discussed the importance of positivity in the workplace and explored five forms of positive leadership: transformational, servant, spiritual, authentic, and ethical. By incorporating positive psychology and embracing these leadership styles, leaders can improve the well-being of everyone in an organization.

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

Delinquent Water shut off: During the month of August, two (2) customers had a delinquent water shut-off. However, thanks to the assistance of "Neighbor Helping Neighbors," a local nonprofit organization dedicated to aiding those in need, these affected customers received the support they required and their water was restored.

August Billing Message: Friendly Reminder to please call the BGWSD office regarding any requests for Water Turn ON and OFF at the meter or curb stop. Looking for information on Baca Water & Sanitation? Visit our website for the latest

information, forms, and tips at <https://www.bacawater.com>. Questions about paying your bill online? Please call 385-218-0343 or email support@xpressbillpay.com.

Upcoming:

- August 23rd 2:00pm – Special Board of Directors Meeting.
- August – Three (3) month admin employee review.
- September 1st – notification letters to customers on 2023 pre-certification list.
- September 12th-14th SDA Annual Conference.
- October 18th,2023 Public Hearing for Certification of Delinquent Accounts

JULY - UTILITY BILLING ACTIVITY

Customer Utility Billing		
Billing Category	Number of Accts	Amount Billed
Usage Customers Billed - SEWER	811	\$41,047.36
Usage Customers Billed - WATER	833	\$72,265.87
ON/OFF Service	8	\$350.00
LATE FEE	32	\$640.00
AOS LATE FEE	396	\$7,920.00
TRANSFER	16	\$5,600.00
CONSOLIDATIONS	3	\$3,500.00
W-S HOOK UP & PARTS	2	\$4,200.00
EQR	27	\$758.75
NSF FEE	0	\$0.00

JULY - XPRESS BILL PAY TRANSACTION ACTIVITY

Product / Service Description	Qty	Unit Price	Line Total
EFT Web Transactions	252	0.49	123.48
Credit/Debit Card Web Transactions	370	0.39	\$144.30
Online Banking - Bank Bill Pay Transactions	20	0.25	\$5.00
Lock Box Service Transactions	124	0.48	\$59.52
Toll Free Operator Assisted Transactions	4	0.95	\$3.80
Toll Free IVR Transactions	5	0.95	\$4.75
Support, Maintenance, Hosting - Fee	1	75.00	\$75.00
Post Office Box- Annual Fee	1	\$410.00	\$410.00

Town of Crestone Sewer 2023

Town of Crestone Sewer Billing - 2023

Date	Monthly Total	Monthly Flow	Flow Charges	Average Daily BOD	Monthly BOD	BOD Charges	Paid	Balance Due
January	434,425	3,431,957.50	\$ 3,431.96	54	1674	\$ 1,658.93	Check # 2596	02/28/2023- \$5,090.89
February	404,042	3,191,931.80	\$3,191.33	57	1596	\$1,581.64	Check #2604	03/31/2023- \$4,773.57
March	391,356	3,091,172.40	\$3,091.71	51	1581	\$1,566.77	Check #2612	04/30/2023- 4,658.48
April	484,123	3,825,282.70	\$3825.28	38	1140	\$1,129.74	Check # 2587	05/31/2023- \$4955.02
May	452,229	3,572,609.10	\$3,572.61	43	1333	\$1,321.00	Check #2630	06/30/2023- \$4,893.61
June	474,843	3,751,259.70	\$3,751.26	63	1890	\$1872.99	Check #2630	07/31/2023- \$5,624.25
July	517,982	4,092,057.80	4092.06	60	1860	\$1843.26		08/31/2023- \$5,935.32
August								
September								
October								
November								
December								
2023 Totals	3,159,090		\$24,956.81	366	11074	\$10,974.33		

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

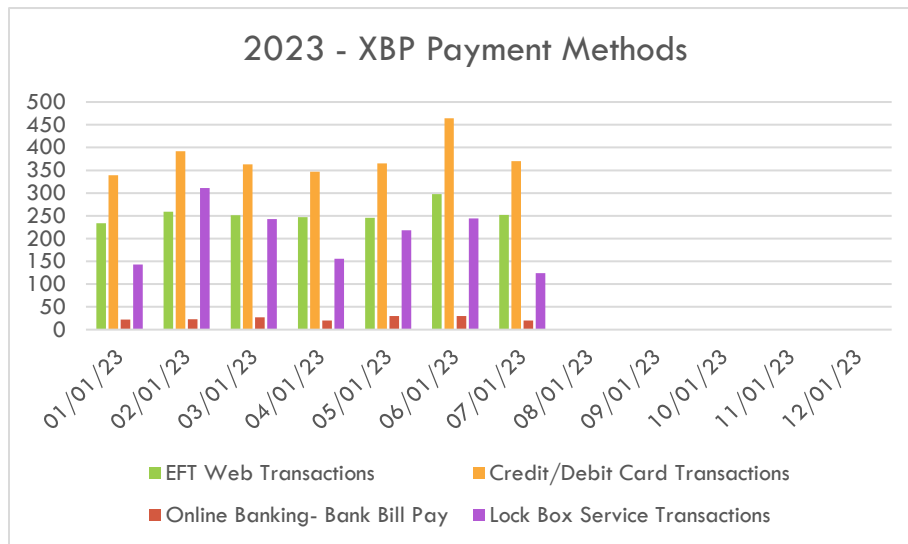
July - 2023- Property Sales: 2 - Homes, 10 - Lots



July - 2023 – Other Sales Statistic Including Name Changes:

Type	Vacant Lot	House	Total Charges
Quick Claim Deed	0	0	\$0.00
Warranty Deed	1	0	\$350.00
Treasurer's Deed	0	0	\$0.00
Bargain & Sale Deed	0	0	\$0.00
Contract for Deed	0	0	\$0.00

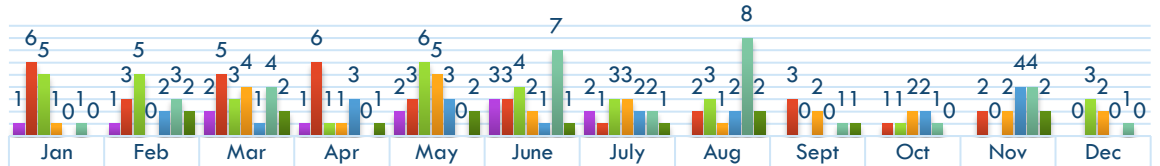
2023 - Xpress Bill Pay Customers Transactions Activity



2023 - Water and Sewer Hook up Applications

2 – Application (s) received in July. 12 – Total application (s) received in 2023

Water-Sewer Hookups 2016-2023

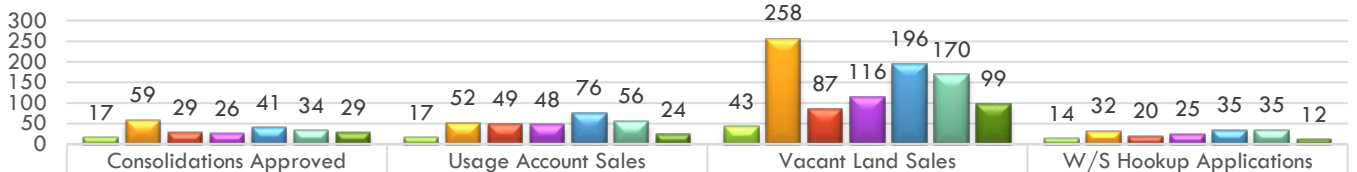


	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2023=12	1	1	2	1	2	3	2					
2022=35 hookups	6	3	5	6	3	3	1	2	3	1	2	0
2021=35 hookups	5	5	3	1	6	4	3	3	0	1	0	3
2020=25 hookups	1	0	4	1	5	2	3	1	2	2	2	2
2019 = 20 hookups	0	2	1	3	3	1	2	2	0	2	4	0
2018= 32 hookups	1	3	4	0	0	7	2	8	1	1	4	1
2017= 14 hookups	0	2	2	1	2	1	1	2	1	0	2	0

■ 2023=12
 ■ 2022=35 hookups
 ■ 2021=35 hookups
 ■ 2020=25 hookups
■ 2019 = 20 hookups
 ■ 2018= 32 hookups
 ■ 2017= 14 hookups

2016-2023 PROPERTY TRENDS

District Property Trends 2016-2023



	Consolidations Approved	Usage Account Sales	Vacant Land Sales	W/S Hookup Applications
2017	17	17	43	14
2018	59	52	258	32
2019	29	49	87	20
2020	26	48	116	25
2021	41	76	196	35
2022	34	56	170	35
2023	29	24	99	12

■ 2017
 ■ 2018
 ■ 2019
 ■ 2020
 ■ 2021
 ■ 2022
 ■ 2023

Mark Your Calendars and Start Making Your Plans...

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

NOTICE REGARDING MEETING ON CERTIFICATION OF DELINQUENT ACCOUNT

«Name»
«Address1»
«City», «State» «Zip»

September 1, 2023
CERTIFIED MAIL
RETURN RECEIPT REQUESTED

Re: Notice of Public Meeting Regarding Certification of Delinquent Amount to Saguache County Treasurer

Property Address: «PropertyServiceAddress»
Account Number: «CustNo»

Dear Property Owner,

The Baca Grande Water and Sanitation District's (the "District") records indicate that payment of the charge for services provided by the District for the above-referenced property is delinquent in the amount of \$.

In the event payment in full is not received on or before 9:00 A.M. on October 18, 2023, notice is hereby given that a public meeting will be held on that date, at which time the District's Board of Directors will consider adoption of a Resolution certifying this delinquent amount, plus the District's collection costs in the approximate amount of \$200.00 to the Saguache County Treasurer for collection along with property taxes in 2023. In addition to District charges and costs, you may be required to pay an additional penalty of \$30.00 or 30% of the delinquent amount, whichever is greater, to the Saguache County Treasurer.

We sincerely hope the above required action will not be necessary, this is the **ONLY NOTICE** you will receive. The meeting will be held via video conference, at 9:00 A.M. on Wednesday, October 18, 2023. Please contact the district office at 719-256-4310 for call-in information or visit bacawater.com for meeting information.

Sincerely,
BACA GRANDE WATER & SANITATION DISTRICT

By:

A handwritten signature in black ink, appearing to read "JoAnn Slivka".

JoAnn Slivka
District Manager

cc: Board of Directors
Marcus Lock
Cathy Fromm

Baca Grande Water and Sanitation District Monthly Operations Report

August 16th, 2023



Sunrise over the Sangre De Cristo Mountains

Facilities and Staff Updates

In Service

Repaired
last month

Out of
Service

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

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

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

Equipment				
Vector Truck	Dump Truck	Backhoe	Skid steer	Excavator

- **Dharma Ocean**
 - Pump 2 cost more to repair than to buy new. New pump on order
- **Well 18**
 - Spare motor is being repaired under warranty
- **Vector Truck**
 - Vector truck has been repaired and is operating better than ever!
- **Accidents**
 - Happy to report no accidents in July!!

Operations Updates

➤ Water Conservation Plan

- Working with the District Engineer to develop construction plans and specifications to bid this project

➤ Attempted Fuel Theft

- On July 27th Operations Staff noticed the lock box for the fuel tank handles was broken into
- Video surveillance show two men cut the lock and attempted to steal fuel around 5 AM on July 27th.
- No fuel appears to have been stolen
- Incident was reported t Saguache County Sherriff's Office as vandalism.

➤ Aspen WWTP Permit Exceedance

- Aspen WWTP Exceeded its total suspended solids effluent Permit limit for June
- The exceedance was likely due to the equalization basin needing to be cleaned
- Equalization basin was cleaned and subsequent samples have been well within compliance
- Equalization basin cleaning schedule has been increased to quarterly

➤ CDPHE Inquiry

- The District was contacted by the Colorado Department of Public Health and Environment (CDPHE) regarding a serious allegation about our water quality.
- Allegations are 100% false we in full compliance with CDPHE drinking water standards.

➤ SCADA Computer Upgrade

- SCADA computer has be upgraded By Timber Line Electric and Control Corp
- Some follow up will be required for the reporting software

➤ Upcoming Summer Projects

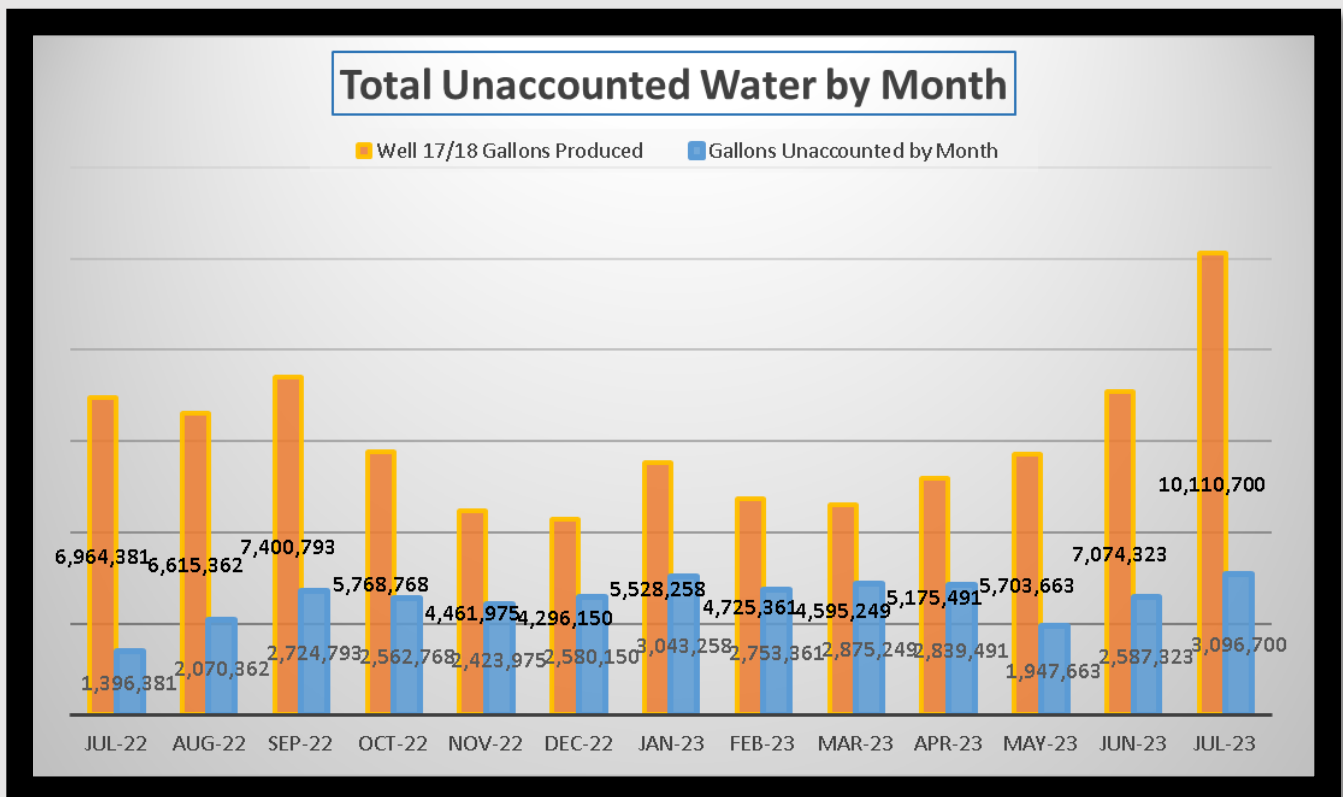
- Annual fire hydrant maintenance
 - Project complete
 - Planning to replace two fire hydrants
- Annual lead and cooper sampling
 - Samples are collected
 - Waiting for results from the lab
- Annual collection system cleaning and inspections
 - Making Progress now that the Vector is up and running!
- Dig list (meter pit replacement, sewer mainline repair, etc.) In Process.

➤ **Unaccounted Water**

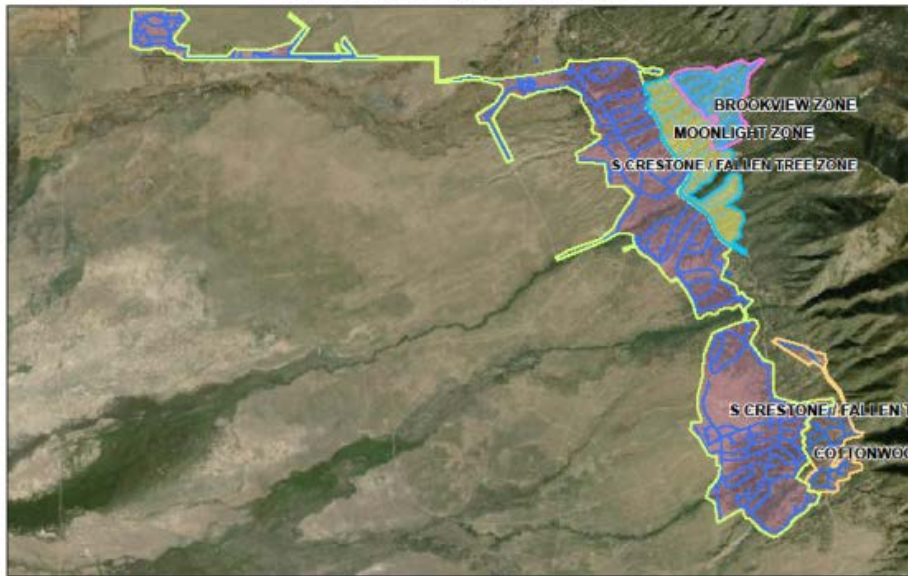
- Wells 17 and 18 produced 10,110,700 gallons of water in the month of July.
- The District sold its customers 7,014,000 gallons of water in the month of July, leaving 3,096,700 gallons unaccounted for.
- 31% of the water produced is unaccounted for in the month of July

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

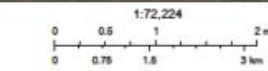
- Aspen WWTP averaged 34% of hydraulic loading capacity in the month of July, the Town of Crestone contributed and average of 29% of the treatment plants hydraulic load. Aspen WWTP averaged 44% of organic loading capacity in the month of July. The Town of Crestone contributed an average of 35% of the treatment plants organic load.



BGWSD Unaccounted Water Zone's



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

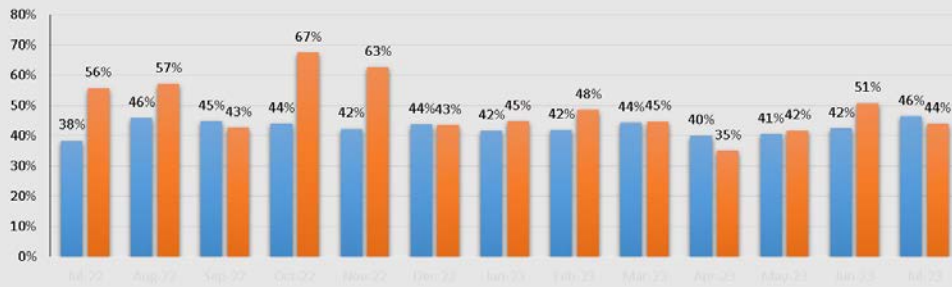


Source: Oracle Water and Distribution
Earthstar Geographics

Total Monthly Unaccounted in Gallons by Pressure Zone



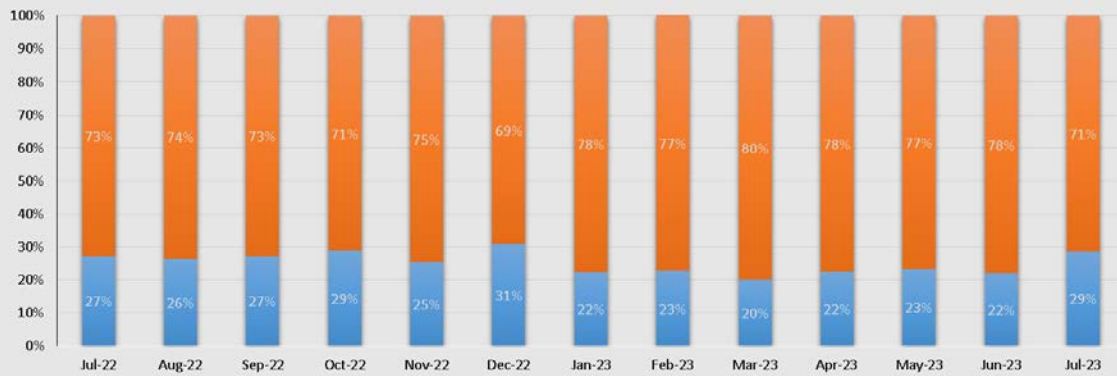
Percentage of Plant Capacities by Month at Aspen Wastewater Treatment Plant



	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23
Plant % of Hydraulic Capacity	38%	46%	45%	44%	42%	44%	42%	42%	44%	40%	41%	42%	46%
Plant % of Organic Capacity	56%	57%	43%	67%	63%	43%	45%	48%	45%	35%	42%	51%	44%

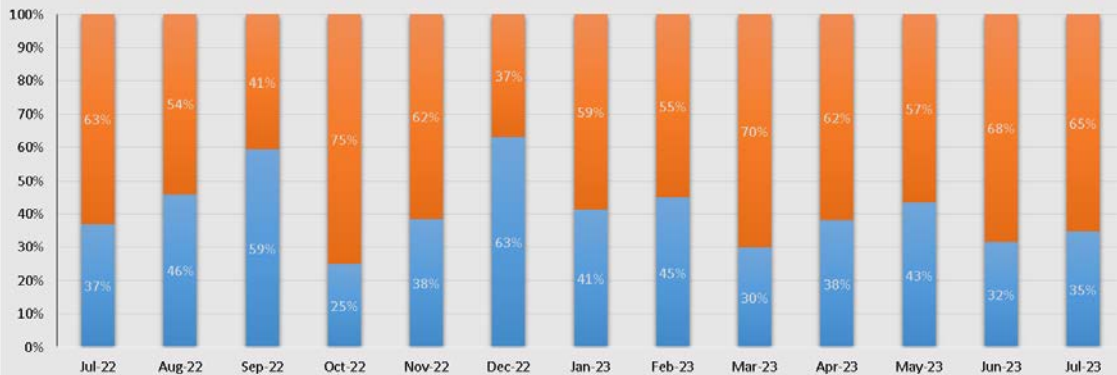
■ Plant % of Hydraulic Capacity ■ Plant % of Organic Capacity

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



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

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



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